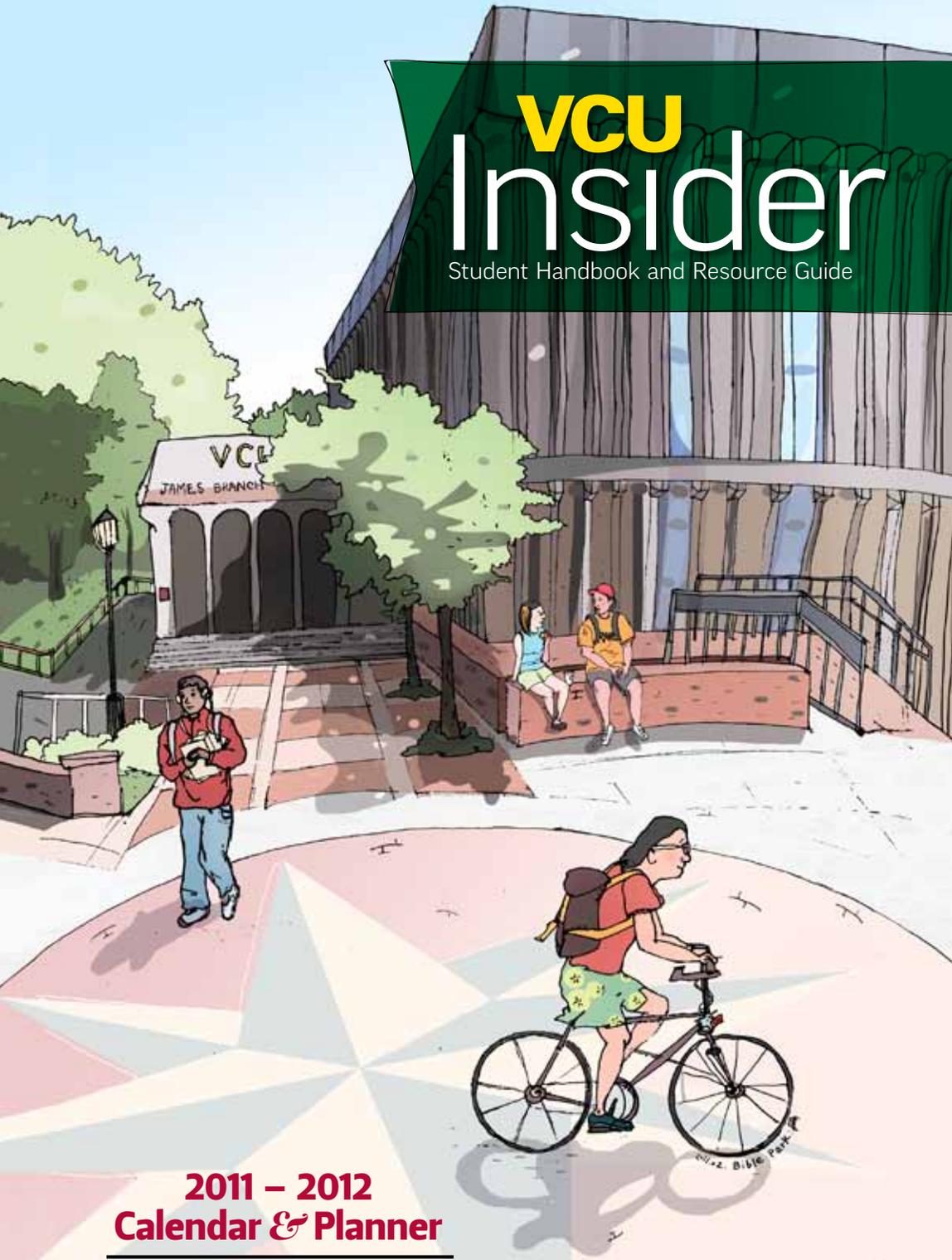


V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

VCU Insider

Student Handbook and Resource Guide



**2011 – 2012
Calendar & Planner**

VCU Insider

Student Handbook, Resource Guide and Planner

*Alternative copies of the Insider are available for students with disabilities. This publication can also be found online at www.students.vcu.edu/insider.html

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Welcome to VCU

Fall 2011

Dear Student,

Welcome to Virginia Commonwealth University. You are joining a university and residence-hall community noted for its outstanding educational opportunities and diverse cultural richness.



You join VCU at an exciting time of development and growth. With significant new building and growth in key areas, we constantly strive to bring you opportunities to prepare you for the world at VCU and beyond.

Our faculty continues to be among the most distinguished in the nation, dedicated to developing the potential of each student. The university community shares a common goal to foster a learning environment that is driven by a commitment to excellence in education, rich in cultural and ethnic diversity and respectful both of the individual and of those values shared by society.

As VCU continues to focus on fostering a student-centered university community, we are always looking to develop opportunities for you to become engaged in both the university and the city. Our goal in joining the *Resource Guide* with a planner is to provide you with the Insider, a useful way to get to know much of what VCU has to offer and a way to connect with events around VCU and the community.

I encourage you to use these important resources to help you feel included in the broader community.

Best wishes for every success in your academic career!

Dr. Henry G. Rhone
Vice Provost for Student Affairs & Enrollment Services



Congratulations

to the VCU men's basketball team
for making 2011 the Rams' most
successful season ever!



This book belongs to:

Safety Information

VCU Text Messaging Alerts

www.vcu.edu/alert/notify

Sign up for our text-messaging system to receive an immediate text message on your cell phone notifying you about campus emergencies.

Note: It is important to include your full 10-digit cell phone number (e.g., 804-555-1212) along with your carrier information to sign up for this service. Please ensure that your cell phone account is enabled to receive SMS text messages. You are not signed up until you have validated your cell phone number. If you experience problems doing so, please email e2Campus@support@e2campus.com or visit www.e2campus.com/support.htm and submit a support ticket. Detailed emergency information will be reported on the VCU Alert webpage and/or sent to your VCU email account.

VCU Alert

www.vcu.edu/alert

Visit the VCU Alert webpage for up-to-date information on:

- Inclement weather and office closing information.
- VCU buildings status.
- Parking facility status.
- Transit service status.

VCU Police

www.vcu.edu/police

828-1234 for emergencies

828-1196 for non-emergency dispatcher
P.O. Box 842024 • 938 W. Grace St.

The VCU Police Department, which consists of sworn police officers and security personnel, has jurisdiction on both VCU campuses. VCU Police cars are identifiable by gold reflective stripes on white vehicles. Services are available 24-hours a day, seven days a week. Notify the department if suspicious activity is seen. All incidents are investigated promptly. The Victim/Witness Program coordinator is available to assist VCU community members who are victims of, or witnesses to, crimes either on or off campus.

Campus Security Escort Service

828-WALK (9255)

Both campuses: 5 p.m. – 8 a.m. nightly

This free service provides security escorts for the safety of members of the university community traveling to or from university-related activities. This service is provided on campus and in some off campus areas adjacent to the campuses. The escort drivers wear distinctive uniforms and are

Safety Tips

- Whenever possible, walk with other people or use the Campus Security Escort Service.
- Avoid working or studying alone in a campus building at night. If this situation cannot be avoided, phone VCU Police and let them know your location. Do not prop open doors that should be locked.
- Keep your valuables in sight. Never leave your belongings unattended or unsecured in class, library, lab or office.
- Report anyone who behaves suspiciously to VCU Police.
- Carry your purse close to your body. Carry only the credit cards and cash you need.
- Remember: safety is everyone's responsibility. Awareness is prevention.

in constant radio contact with police dispatchers. To use the service, call 828-WALK or use one of the emergency telephones and present a VCUCard.

University Safety Committee

www.safety.vcu.edu

The mission of the University Safety Committee is to address safety awareness across the university community and to promote safe behavior practices among students, staff and faculty. The committee focuses on the education and prevention of violence working collaboratively with units on campus to achieve this purpose. Members of the committee include representatives from the Division of Student Affairs & Enrollment Services, VCU Police, Human Resources, Residential Life & Housing, Staff Senate, Faculty Senate, student governments, the student body and other interested constituents.

Threat Assessment Team

www.provost.vcu.edu/pdfs/ThreatAssess2008.pdf

The threat assessment team is composed of faculty and staff to assess campus threats and respond as appropriate. The team consists of representatives from VCU Police, Human Resources, University Counseling Services, Division of Student Affairs & Enrollment Services, General Counsel's Office and other units as determined. A member of the Threat Assessment Team may be contacted by calling 828-8940. Callers must provide contact information for a team member to respond. In all instances, emergencies or dangerous situations should be reported immediately to VCU Police at 828-1234.



When on campus, be sure to use 828-1234 in an emergency

Emergency Response Telephones (ERTS)

These telephones are for the VCU community to use when campus police assistance is needed. Outdoor ERTS are yellow, some with flashing amber lights above them. Indoor ERTS are red wall phones. When you lift the receiver or push the button, you can automatically give a message to a trained communication officer. If you cannot give a message, your location is pinpointed on a call directory and a police officer is sent to your location.



Yellow Emergency Response Phones (ERTS) can be found throughout VCU. See page 143 for a full listing of ERTS locations.

Sirens

When a siren sounds, an emergency has occurred or is imminent.

1. If you are in a building on campus, remain where you are and seek additional information about what is happening and how to respond.
2. If you are outside but on campus, go to the nearest university building and seek additional information about what is happening.
3. If you are off campus, do not come to campus but seek additional information about what is happening.

To Hear Sample Warning Sirens:

Event Alert Wail:

www.federalwarningsystems.com/tones/FastWail-2001.mp3

Event 'All Clear' Wail:

www.federalwarningsystems.com/tones/Steady-2001.mp3

Dangerous & Disruptive Behavior Procedures

Students play a critical role in creating and maintaining a safe, caring and supportive university environment. Too often, troubling behaviors go unnoticed until a person becomes a danger to him/herself or others. If someone seems to be in trouble and is not getting the assistance they need, please let someone know. If you feel the individual is in immediate danger or dangerous, call VCU Police immediately at 828-1234. Otherwise, talk with a professor, academic adviser, residence-hall staff member, student-organization advisor, associate vice provost and dean of student affairs, University Counseling Services staff, or some other university official about your concern. Don't hesitate to talk with these individuals to assist the person in trouble getting the help they need.

What to know and do to be prepared for emergencies at VCU

1. Sign up to receive VCU text messaging alerts at www.vcu.edu/alert/notify. Keep your information up to date.
2. Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
3. Listen for and follow instructions from VCU or other designated authorities.
4. Know where to go for additional emergency information. See www.vcu.edu/alert.
5. Know the emergency phone number for the VCU Police (828-1234). Report suspicious activities and objects.

Emergency Directory

Fire/Police: 828-1234

Medical Emergency: 828-1234

Bomb Threat: 828-1234

Sexual Assault: 828-1234

Poison Control: 828-9123

Chemical/Radiological: 828-9834

Electrical/Mechanical: 828-9364

Security Escort Service: 828-WALK/9255

Telecommunications Device for the Deaf:

Voice: 1-800-828-1140

TTY: 1-800-828-1120

Disability Support Services



Monroe Park Campus:

Phone: 828-2253 • Fax: 828-1944
 Student Commons • 907 Floyd Ave., room 102
 P.O. Box 842529
www.students.vcu.edu/dss

MCV Campus:

Phone: 828-9782 • Fax: 828-4609
 VMI Bldg. • 1000 E. Marshall St., room 202
 P.O. Box 980124
www.specialservices.vcu.edu

VCU is committed to providing students with disabilities equal opportunities to benefit from all programs, services and activities offered. Disability Support Services provides:

- Support services including, but not limited to, advocacy, adapted materials, alternative testing, academic and career advising.
- Recommendations for appropriate academic adjustments including exam modifications, classroom accommodations and auxiliary aids supported by recent documentation.
- Assistance to the VCU community in complying with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1974.
- Liaison services between faculty and students with disabilities.
- Technical assistance to university departments.
- Current and accurate information regarding disability-related products, programs and services to current and prospective students, faculty and staff.
- Consultation with secondary schools, special educators, rehabilitation or high school counselors, parents and prospective students concerning university services for students with disabilities.
- A welcoming place for students to meet, share, study, and obtain information concerning disability related issues and opportunities.

Students with disabilities are responsible for self-identification prior to requesting services/accommodations. Students are strongly encouraged to request accommodations at least four weeks prior to the first day of classes; however, students may request accommodations at any time during enrollment at VCU.



Help Around Campus



VCU Libraries Services for Users with Disabilities Page 25

Career Services Pages 21, 26 & 46

Policy Statement for Persons with Disabilities

www.vcu.edu/eeoaa
 828-1347 • TTY: 828-1420
 Fax: 828-7201
 901 W. Franklin St., room 114
 P.O. Box 843022

Virginia Commonwealth University does not discriminate on the basis of disability in the administration of its educational programs, services and activities, including admission and employment practices, access to or treatment in its programs and services.

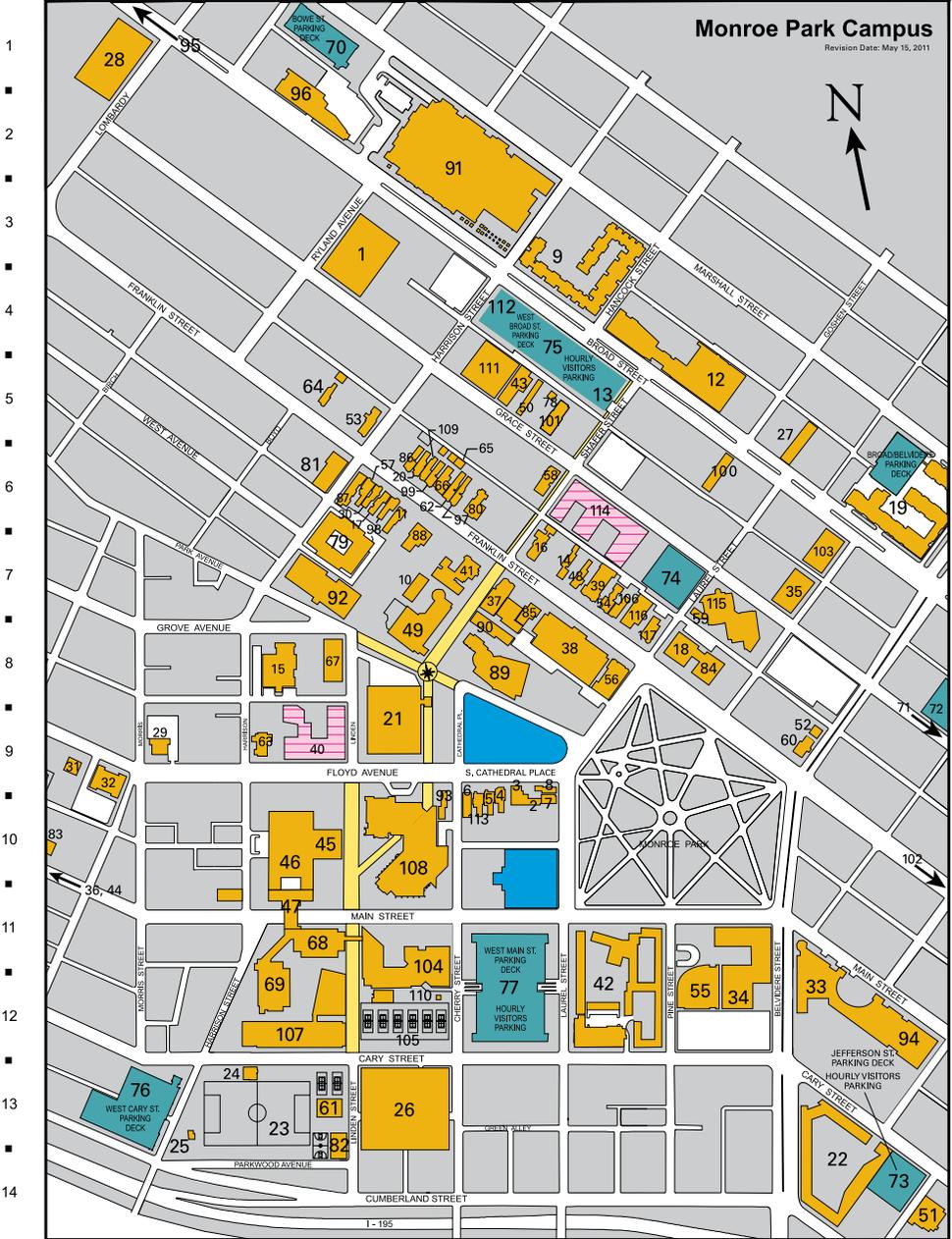
The director of equal employment opportunity and affirmative action services is responsible for ensuring compliance with the requirements contained in section 35.107 of the Department of Justice regulations.

Information concerning the provisions of the Americans with Disabilities Act of 1990, and the rights provided thereunder, is available by contacting the Office of EEO/AA Services.



Campus Maps

A ■ B ■ C ■ D ■ E ■ F ■ G ■ H ■ I ■ J

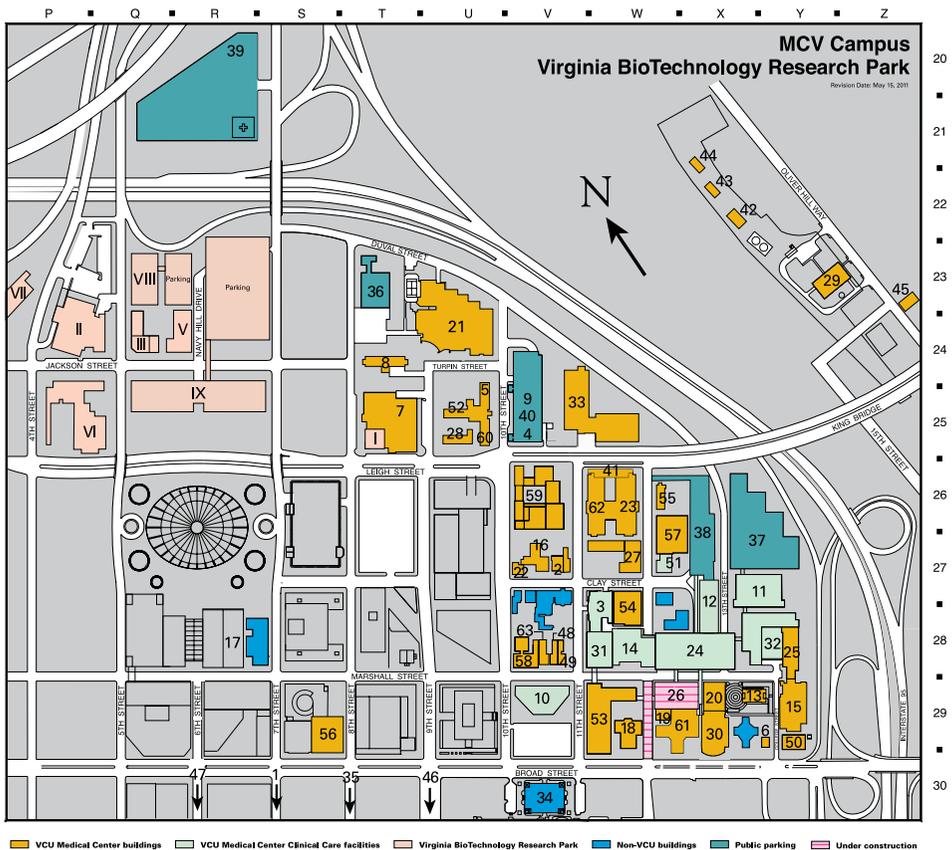


Monroe Park Campus

1. (D-3) 500 Academic Centre, 500 N. Harrison St.
2. (F-9) 807 S. Cathedral Place
3. (F-9) 809 S. Cathedral Place
4. (E-9) 811 S. Cathedral Place*
5. (E-9) 813 S. Cathedral Place*
6. (E-9) 817 S. Cathedral Place*
7. (F-10) 14 N. Laurel St.
8. (F-9) 16 N. Laurel St.
9. (F-4) Ackell Residence Center, 1100 W. Broad St.*
10. (E-7) Anderson Gallery, 907 1/2 W. Franklin St.*
11. (D-6) Anderson House, 913 W. Franklin St.*
12. (H-5) Arts Building, School of the, 1000 W. Broad St.*
13. (G-5) Barnes & Noble @ VCU, 1111 W. Broad St.*
14. (F-7) Bird House, 820 W. Franklin St.
15. (C-8) Black Music Center, James W., 1015 Grove Ave.*
16. (F-7) Blanton House, 826-828 W. Franklin St.
17. (D-6) Bowe House, 917 W. Franklin St.
18. (H-8) Brandt Hall, 720 W. Franklin St.*
19. (J-6) Broad and Belvidere Student Apartments, 600 W. Broad St.*
20. (E-6) Buford House, 922 W. Franklin St.
21. (D-9) Cabell Library, James Branch, 901 Park Ave.*
22. (J-14) Cary and Belvidere Residential College, 301 W. Cary St.*
23. (C-13) Cary Street Field*
24. (C-13) Cary Street Field Check-in Center, 1005 W. Cary St.*
25. (B-13) Cary Street Field Support Facility, 1011 W. Cary St.*
26. (D-13) Cary Street Gym, 101 S. Linden St.*
27. (I-6) Center for Cultural Experiences in Prevention, 906 W. Broad St.
28. (A-1) Center for Psychological Services and Development, 612-620 N. Lombardy St.
29. (B-9) Child Development Center, VCU, 1128 Floyd Ave.*
30. (D-6) Crenshaw House, 919 W. Franklin St.
31. (A-9) Dance and Choreography Building, 1315 Floyd Ave.
32. (A-9) Dance Center, VCU 10 N. Brunswick St.
33. (I-12) Engineering East Hall, School of, 401 W. Main St.*
34. (H-12) Engineering West Hall, School of/Virginia Microelectronics Center, 601 W. Main St.*
35. (I-7) Facilities and Financial Services Building, 700 W. Grace St.*
36. (A-10) FMD - Renovation, 1508 W. Main St.
37. (E-7) Founders Hall, 827 W. Franklin St.*
38. (F-8) Franklin Street Gymnasium, 817 W. Franklin St.*
39. (G-7) Franklin Terrace, 812-814 W. Franklin St.*
40. (C-9) General Classroom Building, 1000 Floyd Ave.* (proposed opening 2013)
41. (E-7) Ginter House, 901 W. Franklin St.*
42. (G-12) Gladding Residence Center, 711 W. Main St.*
43. (F-5) Grace Street Theater, 930-934 W. Grace St.*
44. (A-10) Graphic Design Center, 1509 W. Main St.
45. (D-10) Harris Hall Auditorium, 1015 Floyd Ave.*
46. (C-10) Harris Hall, Grace E., 1015 Floyd Ave.*
47. (C-11) Harris Hall - South, Grace E., 1015 Floyd Ave.*
48. (F-7) Harrison House, 816 W. Franklin St.
49. (E-8) Hibbs Hall, 900 Park Ave.*
50. (F-5) HR Training Building, 922 W. Grace St.*
51. (J-14) Hughes Hall, Mike, 103 S. Jefferson St.*
52. (I-8) Human Resources Building, 104 N. Belvidere St.*
53. (D-5) Humanities and Sciences Annex, College of, 1000 W. Franklin St.
54. (G-7) Hunton House, 810 W. Franklin St.*
55. (G-12) Institute for Engineering and Medicine, VCU, 620 W. Cary St.*
56. (G-8) Johnson Hall, 801 W. Franklin St.*
57. (D-6) Kearney House, 921 W. Franklin St.*
58. (F-6) Lafayette Hall, 312 N. Shafer St.
59. (H-7) Laurel Street Carriage House, 207 N. Laurel St.*
60. (I-9) Lindsey House, 600 W. Franklin St.*
61. (C-13) Mary and Frances Youth Center, 120 S. Linden St.*
62. (E-6) McAdams House, 914 W. Franklin St.
63. (C-9) Meeting Center, 101 N. Harrison St.*
64. (D-5) Meredith House, 1014 W. Franklin St.
65. (E-6) Millhiser Carriage House, 916 W. Franklin St. (Rear)
66. (E-6) Millhiser House, 916 W. Franklin St.
67. (D-8) Moseley House, 1001 Grove Ave.
68. (C-11) Oliver Hall-Physical Science Wing, 1001 W. Main St.*
69. (C-12) Oliver Hall-School of Education, 1015 W. Main St.*
70. (D-1) Parking, Bowe Street Deck, 609 Bowe St.*
71. (J-8) Parking, Henry Street Deck - East, 201 N. Henry St.*
72. (J-8) Parking, Henry Street Deck - West, 200 N. Henry St.*
73. (I-14) Parking, Jefferson Street Deck, 100 S. Jefferson St.*
74. (G-7) Parking, Laurel/Grace Street Deck, 805 W. Grace St.*
75. (F-4) Parking, West Broad Street Deck, 1111 W. Broad St.*
76. (B-13) Parking, West Cary Street Deck, 1101 W. Cary St.*
77. (F-12) Parking, West Main Street Deck, 801 W. Main St.*
78. (F-5) Police Annex, 920 W. Grace St.*
79. (D-7) Pollak Building, 325 N. Harrison St.*
80. (E-6) President's House, 910 W. Franklin St.
81. (D-6) Raleigh Building, 1001 W. Franklin St.*
82. (D-13) Recreational Sports Storage, 130 S. Linden St.*
83. (A-10) Rehabilitation Research Training Center, 1314 W. Main St.*
84. (H-8) Rhoads Hall, 710 W. Franklin St.*
85. (F-7) Ritter-Hickok House, 821 W. Franklin St.*
86. (E-6) Robertson Alumni House, Richard T., 924 W. Franklin St.*
87. (D-6) Scherer Hall, 923 W. Franklin St.*
88. (E-7) Scott House, 909 W. Franklin St.*
89. (E-8) Shafer Court Dining Center, 810 Cathedral Place*
90. (E-8) Shafer Street Playhouse, 221 N. Shafer St.*
91. (E-2) Siegel Center, Stuart C., 1200 W. Broad St.*
92. (D-7) Singleton Center for the Performing Arts, W. E., 922 Park Ave.*
93. (E-10) Sitterding House, 901 Floyd Ave.*
94. (J-12) Snead Hall, School of Business, 301 W. Main St.*
95. (B-1) Sports Backers Stadium, 100 Avenue of Champions*
96. (C-2) Sports Medicine Building, 1300 W. Broad St.*
97. (E-6) Stagg House, 912 W. Franklin St.
98. (D-6) Starke House, 915 W. Franklin St.
99. (E-6) Stokes House, 918 W. Franklin St.
100. (H-5) Student Media Building, 817 W. Broad St.*
101. (F-5) Survey Evaluation Research Laboratory, 912 W. Grace St.
102. (J-10) T/TAC and Community Service Center, 10 E. Franklin St.*
103. (I-6) Technology Administration Building, 701 W. Broad St.
104. (E-11) Temple Building, T. Edward, 901 W. Main St.*
105. (D-12) Thalheimer Tennis Center, 920 W. Cary St.*
106. (G-7) Thurston House, 808 W. Franklin St.
107. (C-12) Trani Center for Life Sciences, Eugene P. and Lois E., 1000 W. Cary St.*
108. (E-10) University Student Commons, 907 Floyd Ave.*
109. (E-6) Valentine House, 920 W. Franklin St.
110. (E-12) VCU Community Police Office, 6 S. Cherry St.*
111. (F-5) VCU Police, 938 W. Grace St.
112. (F-4) Welcome Center, 1111 W. Broad St.*
113. (E-9) Wellness Resource Center, 815 S. Cathedral Place*
114. (F-6) West Grace Street Student Apartments - South, 835 W. Grace St.* (proposed opening 2012)
115. (H-7) West Grace Street Student Housing, 701 W. Grace St.*
116. (G-7) White House, 806 W. Franklin St.*
117. (G-8) Williams House, 800 W. Franklin St.

* Accessible (may not indicate total accessibility)





MCV Campus

- 1. (S-30) 700 Centre, 700 E. Franklin St.
- 2. (V-27) Alumni House and Paul A. Gross Conference Center, MCV, 1016 E. Clay St.*
- 3. (W-28) Ambulatory Care Center, 417 N. 11th St.*
- 4. (V-25) Barnes & Noble @ VCU Medical Center, 601 N. 10th St.*
- 5. (U-25) Bear Hall, 600 N. 10th St.*
- 6. (Y-29) Beers-Newton House, College and Broad sts.
- 7. (T-25) BioTech One, 800 E. Leigh St.*
- 8. (T-24) Cabaniss Hall, 615 N. 8th St.*
- 9. (V-25) Child Care Center, MCV Hospital, 607 N. 10th St.*
- 10. (V-29) Children's Pavilion, 1001 E. Marshall St.
- 11. (Y-27) Clinical Support Center, 403 N. 13th St.*
- 12. (X-27) Critical Care Hospital, 1213 E. Clay St.*
- 13. (Y-29) Egyptian Building, 1223 E. Marshall St.*
- 14. (W-28) Gateway Building, 1200 E. Marshall St.*
- 15. (Y-29) Goodwin Research Laboratory, 307-315 College St.*
- 16. (V-27) Grant House, William H., 1008 E. Clay St.*
- 17. (R-28) Hospital Hospitality House, 610-612 E. Marshall St.*
- 18. (W-29) Hunton Student Center, 1110 E. Broad St.*
- 19. (W-29) Johnston Auditorium, George Ben, 305 N. 12th St.*
- 20. (X-29) Kontos Medical Sciences Building, Hermes A., 1217 E. Marshall St.*
- 21. (U-24) Larrick Student Center, Jonah L., 900 Turpin St.
- 22. (V-27) Leigh House, 1000 E. Clay St.
- 23. (W-26) Lyons Dental Building, 520 N. 12th St.*
- 24. (X-28) Main Hospital, 1250 E. Marshall St.*

- 25. (Y-28) Massey Cancer Center, 401 College St.*
- 26. (X-29) McGlothlin Medical Education Center, James W. and Frances G. (proposed opening spring 2013)
- 27. (W-27) McGuire Hall and Annex, 1112 E. Clay St.*
- 28. (U-25) McRae Hall, 600 N. 10th St.
- 29. (Y-23) MCV Campus Steam Plant, 1040 Oliver Hill Way*
- 30. (X-29) Molecular Medicine Research Building, 1120 E. Broad St.
- 31. (W-28) Nelson Clinic, 401-409 N. 11th St.*
- 32. (Y-28) North Hospital, 1300 E. Marshall St.*
- 33. (V-25) Nursing Building, School of, 1100 E. Leigh St.*
- 34. (V-30) Old City Hall, 1001-1007 E. Broad St.*
- 35. (S-30) One Capital Square, 830 E. Main St.
- 36. (T-23) Parking, 8th Street Parking Deck, 659 N. 8th St.*
- 37. (Y-27) Parking, D Deck, Faculty/Staff, 515 N. 13th St.*
- 38. (X-27) Parking, E and S Deck, Patient/Visitor, 12th and Leigh streets*
- 39. (R-20) Parking, I Lot, 7th Street at I-95 Interchange*
- 40. (V-25) Parking, N Deck, Faculty/Staff, 615 N. 10th St.*
- 41. (W-26) Perkinson Building, W. Baxter Jr., 1101 E. Leigh St.
- 42. (X-22) Physical Plant Department Administration Building, 1050 Oliver Hill Way
- 43. (X-22) Physical Plant Department Shops Building, 1060 Oliver Hill Way*
- 44. (X-22) Physical Plant Department Storage Facility, 1070 Oliver Hill Way
- 45. (Z-23) Physical Plant Support Building, 909 Oliver Hill Way
- 46. (U-30) Pocahontas Building - VCU Computer Center, 900 E. Main St.

- 47. (R-30) Procurement Office, VCU, 10 S. 6th St.*
- 48. (X-28) Putney House, Samuel, 1010 E. Marshall St.
- 49. (V-28) Putney House, Stephen, 1012 E. Marshall St.
- 50. (Y-29) Randolph Minor Hall, 301 College St.*
- 51. (W-27) Richmond Academy of Medicine, 1200 E. Clay St.*
- 52. (U-25) Rudd Hall, 600 N. 10th St.*
- 53. (W-29) Sanger Hall, 1101 E. Marshall St.*
- 54. (W-28) Smith Building, Robert Blackwell, 410 N. 12th St.
- 55. (W-26) Straus Research Lab, 527 N. 12th St.
- 56. (S-29) Theater Row, 730 E. Broad St.*
- 57. (W-27) Tompkins-McCaw Library, 509 N. 12th St.*
- 58. (V-28) Virginia Mechanics Institute Building, 1000 E. Marshall St.*
- 59. (V-26) Virginia Treatment Center for Children, 515 N. 10th St.*
- 60. (U-25) Warner Hall, 600 N. 10th St.*
- 61. (X-29) Putney Hospital, 1200 E. Broad St.*
- 62. (W-26) Wood Memorial Building, 521 N. 11th St.*
- 63. (V-28) Zeigler House, 1006-1008 E. Marshall St.*

Virginia BioTechnology Research Park

- I. (T-25) BioTech Center, 800 E. Leigh St.*
- II. (P-24) BioTech Two, 400 E. Jackson St.*
- III. (Q-24) BioTech Three, 701 N. 5th St.*
- V. (R-24) BioTech Five, 700 Navy Hill Drive*
- VI. (P-25) BioTech Six, 600 N. 5th St.*
- VII. (P-23) BioTech Seven, 700 N. 4th St.*
- VIII. (Q-23) BioTech Eight, 737 N. 5th St.
- IX. (R-25) BioTech Nine, 601 E. Jackson St.*

* Accessible (may not indicate total accessibility)

VCU Parking & Transportation

www.bsv.vcu.edu/vcupark
VCU-PARK (828-7275) • P.O. Box 843064



Monroe Park Campus:
828-8726 • 1108 W. Broad St.

MCV Campus:
828-0501 • 659 N. 8th St.

VCU Parking and Transportation Services manages and maintains all university-owned and leased parking facilities and university transit services, and enforces parking policies and procedures. All VCU-controlled facilities have signs at their entrances indicating subscriber type.

Monroe Park Campus Parking

Parking is available to students on the Monroe Park Campus and is sold on a first-come, first served basis. Commuter students may purchase parking decals per semester for:

- Bowe Street Deck, 609 Bowe St.
- Henry Street Deck, 200 & 201 N. Henry St.
- Jefferson Street Deck, 100 S. Jefferson St.
- W. Broad Street Deck, 1111 W. Broad St.
- W. Cary Street Deck, 1101 W. Cary St.
- W. Main Street Deck, 801 W. Main St.
- HB Lot, 1201 W. Broad St.
- NN Lot, 500 N. Harrison St.
- BL Lot, 101 & 131 W. Cary St.
- BC Lot, 114 W. Canal St.

Students living in university-operated housing (proof of residency required) may purchase 24-hour subscriptions on a per-semester basis to the:

- Bowe Street Deck.
- Broad and Belvidere Deck.
- Henry Street Deck, 200 & 201 N. Henry St.
- Jefferson Street Deck.
- West Broad Street Deck.

MCV Campus Parking

Parking permits are available to students on the MCV Campus and are sold on a first-come, first-served basis. Commuter students can buy parking decals per semester for:

- I Lot, on 7th Street across from the ramps to Interstates 95 and 64.
- A Lot, at Main Street Station, 15th and Franklin streets.
- 8th Street Parking Deck, at the corner of 8th and Duval streets.

Students living in university-operated housing (proof of residency required) may purchase 24-hour subscriptions on a per semester basis to the 8th Street Deck, located at the corner of 8th and Duval streets. VCU Transit Services provides shuttles to these parking facilities.

Evening permits are available to commuter students attending evening classes at a discounted rate. The Evening (EV) and Evening Plus (EP, EB, EC, EK, EN or EW) permits allow students to park in any unrestricted VCU parking location Monday-Friday from 3:30 p.m. to 2 a.m. For more information about unrestricted parking locations, visit www.bsv.vcu.edu/vcupark/StdMaps.htm.



Street Parking is available on both campuses, but be sure to pay attention to posted signs. The city parking patrols are very aggressive about ticketing cars when classes are in session. Tickets can be expensive, and the city may boot your car for three unpaid tickets.

I GOT A TICKET – *Now What!?*

VCU Parking Appeals

Online: www.bsv.vcu.edu/vcupark/ticketappeals.htm

In Person: 1108 W. Broad St. or 659 N. 8th St.

By Mail: VCU Parking and Transportation
659 N. 8th St., P.O. Box 980235
Richmond, VA, 23298-0235

Richmond City Parking Citations

Online: www.richmondgov.com

In Person: City Hall • 900 E. Broad St., room 102

By Mail: City of Richmond–Parking Tickets
P.O. Box 101696 • Atlanta, GA 30392-169

Automobile Licensing

Out-of-state residents enrolled full-time at an accredited Virginia school may drive in Virginia with their home-state drivers license and vehicle registration plates; however, out-of-state students who are gainfully employed in Virginia, full-time or part-time, are required to be licensed to drive in Virginia and their vehicles must be registered in Virginia. New residents must obtain Virginia driver's licenses within 30 days of residency. Vehicle inspection is required immediately after registration. This must be done at an official inspection station. Equipment

If your car was towed from:

TIP

A City Street

1. Seibert's Towing holds the towing contract with the city. To verify that they have your car, call 233-5757 and provide them with your car's license plate number, a description of your car and where it was parked.
2. Be sure to ask how much the towing fee is and what forms of payment are accepted.
3. If Seibert's has your car, you must reclaim it at the Seibert's Tow Lot located in the 4000 block of Hull Street at Southside Plaza.

Private Property

1. Determine which private towing company is contracted by the owner of the property to remove unauthorized cars.
2. Call the towing company and verify that it has your car.
3. Ask for the amount of the towing fee and accepted forms of payment.

VCU Property

1. For cars towed from university parking lots, call the VCU Parking Office at 828-0501.
2. For cars towed from any VCU property other than a university parking lot, contact the VCU Police at 828-1196. If you need transportation to the tow lot, call 358-GRTC and ask which GRTC bus(es) can take you to your desired destination.

checked includes, but is not limited to: brakes, lights, steering, signal devices, suspension, mirrors, horn, windshield glass and wipers, tires, exhaust system, license plate mounting, safety belts, emission control devices and hood latch. Numerous garages provide this service, and some are listed under Automobile Inspection Stations in the Verizon Yellow Pages.

Motorcycle Licensing/Registration

Motorcycle operation and equipment are licensed and registered by the Virginia Department of Motor Vehicles. For an operator's license, testing and application procedures are the same as for other motor vehicle operator licenses, with additional fees. Specific vehicle requirements are published in the Virginia Motorcycle Operator Manual, available from the DMV.



Campus Shuttles

The Greater Richmond Transit Company (GRTC) operates three transit routes on the VCU campuses. Collectively known as VCU Transit Services, the routes provide transportation service to students, faculty and staff. The VCU Campus Connector provides intercampus service between the Monroe Park and MCV campuses. The VCU Medical Center route and the Sanger Express routes provide transit service between the VCU Medical Center and other points on the MCV Campus. For schedule and route information, visit www.bsv.vcu.edu/vcupark/transit.htm. All students, faculty and staff must display a valid VCUCard to ride the VCU Transit routes free of charge. Riders without a VCUCard must pay the standard fee of \$1.50 per ride.



Alternative Transportation

Alternative transportation eliminates parking hassles, and is easy and inexpensive. Carpooling, car-sharing, biking, walking or using the GRTC Student Transit Pass program are great options (see page 13).

Zimride

Zimride is VCU's free private social network for ridesharing. Members can post rides or search for one-time rides and/or consistent carpools through Zimride. A VCU eID and password are needed to access the site. For more information about Zimride, visit www.bsv.vcu.edu/vcupark/GoGreen.htm.

Zipcar

Zipcars are conveniently parked on both campuses, and this service provides access to car sharing by the day or hour. Gas, insurance, 24/7 roadside assistance, designated parking space on campus and 180 miles are included in the rate. For more information and for rates, visit www.zipcar.com/vcu.

Other Carpooling Resources

www.ridefinders.com
www.usca.vcu.edu/housing.html

Pedestrian Resources

www.walkinginfo.org · www.bikewalkvirginia.org
www.walkvirginia.com · www.transalt.org



Public Transportation in Richmond

Greater Richmond Transit Company (GRTC)

www.ridegrtc.com
 (GRTC) 358-4782 · 301 East Belt Boulevard

Mass transportation in the city of Richmond and in Chesterfield and Henrico counties is provided by GRTC, with express routes operating during peak traffic periods between downtown Richmond and its outlying areas. The local route fare for GRTC is \$1.50; Go Cards are available in \$5, \$10, and \$25 increments (at participating locations). Senior citizens and the disabled may ride for reduced fares. For route information, visit www.ridegrtc.com or call 358-GRTC (4782).

Two-Wheel Tips



Some rules of thumb to remember when riding in the VCU area:

- Riding in the street with traffic is the safest travel, cyclist must follow the same traffic rules as motor vehicles.
- Keep to the right of your lane but do not ride in the 'door zone' of parked cars. Riding too close to the right often encourages drivers to pass you when there is not enough room. If a lane is narrow, then ride to the center right of the lane and force cars to wait until they can go around you by using the other lanes to pass.
- When turning left, keep to the center left and allow plenty of time for getting into that position. Do not make left hand turns from the right hand lane and across traffic.
- Do not assume drivers can see you or are aware of bikes on the road. Most accidents between cycles and cars occur at intersections—so be alert! Never wear earphones when riding a bike or talk on your cellular phone.
- Use hand signals.
- Helmets are not required by law, but are strongly recommended. Do not waste your tuition money with a serious head injury!
- If you are traveling at night, rear and front lights are required by law: typically white for the front and red for the back. They will light your way and make you more visible to other traffic.
- Cycling on sidewalks is allowed except where prohibited by local jurisdictions. When riding on the sidewalk, respect the pedestrians and remember they have the right of way.

Bicycle Registration

Students are required to register their bicycles with the VCU Police Department, 938 W. Grace St. or at Off-Campus Student Services in the University Student Commons. A decal will be supplied, and the serial number or other identifying characteristic will be recorded. If there is no serial number on the bike, the police will engrave the owner's operator's license number on it. A bill of sale or other proof of purchase is helpful, but if this is unavailable, the owner may fill out an Evidence-of-Ownership form.

Bike Pumps & Locks

Got a flat or slow leak? There are three air stations on each campus equipped with Schrader and Presta Valve attachments. For more information on their locations call 828-1981.

Forgot your bike lock? The Information Centers at the Student Commons and Hunton Student Center can loan you one with your student ID.

More Resources

www.vabike.org · www.bikevirginia.org
www.raba.org · www.bhsi.org
www.vdot.virginia.gov/PROGRAMS/bk-laws.asp

GRTC Student Transit Pass

FREE FOR STUDENTS!

Full-time students on the Monroe Park Campus and the MCV Campus can navigate through Richmond for free with a Student Transit Pass. For eligibility requirements and information about the Student Transit Passes, visit www.bsv.vcu.edu/vcupark or visit the VCU Parking and Transportation Office on either campus. Transit passes are nontransferable and must be requested each semester. Off-Campus Student Services in the University Student Commons, room 119 can help with understanding the routes and online services of GRTC.

CARE (Community Assisted Ride Enterprise)

CARE (Community Assisted Ride Enterprise), which provides transportation for the elderly and people with disabilities, is available for commuting weekdays in Henrico county and parts of Chesterfield County. CARE service is available seven days a week in the City of Richmond. To apply for a Rider Identification card, call GRTC at 358-3871.

Long-Distance Travel Information

Greyhound

www.greyhound.com
2910 N. Boulevard (Across from the Diamond)
Schedules: (800) 231-2222
General information: 254-5938

Amtrak

www.amtrak.com · 7519 Staples Mill Road

Reservations and information: (800) USA-RAIL

Take exit 79 off I-64 and go north on Staples Mill Road.

Richmond International Airport

www.flyrichmond.com
Williamsburg Rd. and Airport Dr.

Main Switchboard Information: 226-3000

Take the Sandston/RIC Airport exit off I-64 East of downtown. For reservations and information, contact individual airlines.

Getting Started

Enrollment Services

Student Services Center

Monroe Park Campus
Harris Hall · 1015 Floyd Ave.

The Student Services Center in Harris Hall on the Monroe Park Campus provides essential student services in one campus location. Services related to registration, transcripts, certifications of enrollment, financial aid, student accounting and cashiering are addressed in the center.

University Records & Registration

www.vcu.edu/enroll/rar · rar@vcu.edu

Monroe Park Campus: 828-1349 · Harris Hall
1015 Floyd Ave., P.O. Box 842520

MCV Campus: 828-9800 · VMI Building
1000 Marshall St., room 323, P.O. Box 980277

University Records and Registration is responsible for registering students for classes and recording their academic achievements and credits earned at VCU. This information becomes part of a permanent record available for certifying degrees, applying for jobs and gaining admittance to other educational programs.

Class Schedules

University Records & Registration schedules all VCU classes. Class schedules are available at www.vcu.edu/schedule.

Registration

After initial registration at New Student Orientation or in the Student Services Center, students are encouraged to register for classes online. Students may add, drop or withdraw from classes via their eServices account, accessible through their myVCU portal at www.vcu.edu.

For correct deadlines, refer to the calendar online at www.vcu.edu/academiccalendars. eServices is available 24-hours a day, except for brief periods over the weekend when system maintenance is performed. Students should consult their academic advisers on course restrictions and degree requirements.

Transcripts

Transcripts for VCU students are maintained by University Records & Registration. Official and unofficial transcripts are available online for current students via eServices. A transcript fee of \$5 per official copy applies, and a credit card payment is required to complete the order. Online requests are processed within two business days after the request is made. Students with financial holds will not be able to request a transcript. See www.enrollment.vcu.edu/rar/transcripts.html.

Residency Appeals

The Residency Office of University Records & Registration reviews student appeals for changes in residency status and in-state tuition benefits. Questions related to your status as a Virginia resident for tuition purposes should be directed to the residency appeals officer. See www.enrollment.vcu.edu/rar/residency.html.

Veterans Affairs

The Veterans Affairs Office of University Records and Registration provides certification services to veterans, spouses and qualified dependents for educational benefits. See www.enrollment.vcu.edu/rar/veterans_affairs.html.



Graduation & Commencement

The Graduation Office of University Records & Registration is responsible for certifying degrees, assisting the President's Office with preparation of the printed program, diplomas and special accommodations at commencement. See www.enrollment.vcu.edu/rar/graduation.html.

Need an Enrollment Services form? Visit www.vcu.edu/enroll/forms.

Drop vs. Withdraw

A student may drop a class (excluding short courses) prior to and during the first week only of the fall or spring term. Charges are removed, and the student's transcript does not list the class.

When a student withdraws from a class (excluding short courses) within the first four weeks of the fall or spring term, the transcript lists the class with a mark of "W" and charges are assessed and adjusted according to the University Refund Policy. The student also may withdraw from a class between the end of Week 4 and the end of Week 10 with a mark of "W" with no refund of tuition. The last day to withdraw from classes with a mark of "W" during the fall semester is Nov. 4, 2011 and March 23, 2012 for the spring semester.

Tuition Surcharge

Effective July 2006, a student with in-state status for tuition purposes who exceeds 125 percent of the credit hours needed to complete his/her program will be assessed a tuition surcharge. Please refer to Section 23-7.4, Subsection F, of the Code of Virginia found at <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-7.4>.

Student Accounting

www.enrollment.vcu.edu/accounting
stuacctg@vcu.edu
828-2228 · Harris Hall · 1015 Floyd Ave.,
P.O. Box 843036

The Student Accounting Department is responsible for the assessment, billing and collection of tuition, housing, dining and other university fees. The department also bills third-party payers for VCU charges and issues refunds to eligible students. Questions regarding payments or account balances can be made in person, by telephone or by writing or emailing the Student Accounting department.

The university reserves the right to revise or alter all tuition and fees, regulations pertaining to student tuition and fees, and collection procedures at any time.

Payment Policy

Paper bills are not mailed to enrolled students. Students are sent notifications to their VCU email address when the online bills are available in the billing and payment website. Students should view their online bills and can make online payments (credit card or web checks) through the billing and payment website which is assessed through eServices by selecting the “Student” tab, the “Student Accounts” menu and the “Make a Payment” option. Payment instructions and acceptable payment methods are available at www.enrollment.vcu.edu/accounting/payments.html#methods.

Authorized users receive email notifications when the student’s bills are issued. They may also view the student’s bills, account information, and make online payments at https://payit.vcu.edu/C20245_tsa/web/login.jsp. The student must first assign access to the authorized user in the billing and payment website. Instructions for assigning an authorized user are available at www.enrollment.vcu.edu/accounting/ebills.html.

Installment Payment Plan

The Installment Payment Plan allows tuition, room, board and other fees to be paid in four installments throughout the semester. The first payment of one-quarter of the student’s net balance plus a nonrefundable \$25 application fee must be paid at the beginning of the semester. Enrollment in the IPP is available only during the first three weeks of each semester. Remaining installments are due throughout the semester. The IPP is offered during the fall and spring semesters only. Information including the instructions and the online installment application are available at www.enrollment.vcu.edu/accounting/payment_plan.html.

Living-Expense Refunds

If financial-aid funds exceed university charges, students may receive a refund. Students may choose to receive refunds by direct deposit or by a check mailed to their permanent address. Students are strongly encouraged to participate in the Direct Deposit Program to receive refunds faster. Direct-deposit applications are available at the Student Services Centers and online at www.enrollment.vcu.edu/accounting/docs/directdeposit.pdf.

Financial Aid Implications

Based on federal regulations, students who receive Title IV financial-aid funds (grants, loans or work-study) may be required to repay all or a portion of the financial aid that was disbursed to their student account if they withdraw from VCU prior to completing 60 percent of the semester. For details on how this requirement applies to your situation, contact a counselor in the Office of

Financial Aid. If students have received more funds than they are entitled due to the change in enrollment, the students must pay these funds back to the university. Students are reminded that they are ultimately responsible for any unpaid balance on their accounts as a result of the Financial Aid Office canceling or reducing their awards.

Late Payments & Unpaid Balances

A student who fails to remit payments by the due date will be assessed a late payment fee and/or a hold prohibiting registration for future classes and the release of official transcripts and diplomas until all charges are paid in full. Student accounts with unpaid balances will be referred to the Collection Unit which will charge interest, costs and fees on all accounts past due. In addition, Virginia income-tax refunds will be subject to the university’s claim for unpaid balances of tuition and fees.

Dishonored Checks

A charge of \$50 will be levied for all checks dishonored by the bank. A student who pays a past-due balance with a dishonored check may be subject to having his or her current and/or future registration cancelled.

Refund of Tuition & Fees (Drop vs. Withdraw Policy)

The official University Refund Policy is available at www.enrollment.vcu.edu/accounting/refunds.html.

Refunds are computed based on the actual withdrawal date certified by the Office of Records & Registration. Refunds are not made to students who do not attend classes and have not completed the required withdrawal procedure. Refund processing may take approximately two weeks. Exceptions to this refund policy are made only in rare instances. Written application for an exception must be filed in the Student Accounting Department to the Refund Waiver Appeals Committee within three years.



Need an Enrollment Services form?
Visit www.vcu.edu/enroll/forms



Requests for refunds of overpayment may be made in writing to Student Accounting. Refund request forms are available at the Student Services Centers and online at www.enrollment.vcu.edu/accounting/docs/SArefund.pdf.

In accordance with credit-card regulations, the university will refund any credit-card balance on a student's account that is the result of a credit-card payment back to the credit-card account. The remaining credit balance, if any, will be refunded to the student.

Students are responsible for paying any increase in charges that may occur after the generation of a refund

Financial Aid

Monroe Park Campus:

828-6669 • Fax: 827-0060
Harris Hall, 1015 Floyd Ave. • P.O. Box 843026
Richmond, VA 23284-3026

MCV Campus:

Schools of Allied Health, Nursing and Pharmacy

828-2702 • Fax: 828-2703
VMI Building, room 334
1000 E. Marshall St. • P.O. Box 980244
Richmond, VA 23298-0244

School of Dentistry

828-9953 • Fax: 828-6072
Lyons Building, room 309
520 N. 12th St. • P.O. Box 980566
Richmond, VA 23298-0566

School of Medicine

828-4006 • Fax: 827-5555
Sanger Hall, room 1-008
1101 E. Marshall St. • P.O. Box 980565
Richmond, VA 23298-0565

VCU uses all available funds to help students gain access to a college education. Eligibility for financial aid varies depending on a student's academic and financial circumstances. Current information on financial-aid programs, policies and procedures and links to free scholarship-search services are available on the financial aid website at www.enrollment.vcu.edu/finaid.

To obtain printed materials or other information, call or visit the appropriate office listed at the beginning of this section.

To apply for financial aid at VCU, submit a Free Application for Federal Student Aid (FAFSA), designating VCU (School Code 003735) to receive the results of your application. The FAFSA must be completed each year and is available through the VCU Office of Financial Aid website. Students should file the FAFSA as early as possible and reply to requests for additional information promptly to ensure consideration for all types of funding. The VCU Office of Financial Aid recommends electronically filing the FAFSA by March 1 of each year at www.fafsa.ed.gov. Students who do not have internet access may apply using the paper FAFSA, available through VCU, high schools, colleges, and most

public libraries. Those students completing a paper application should mail it to the federal processor by Feb. 1 of each year. For more information about VCU work study positions, see page 21.

Student Financial Responsibility

To attend VCU, students who register:

- Must assume the responsibility of full payment of tuition and fees generated from that registration.
- Must assume the responsibility of full payment of all room, board and other applicable miscellaneous charges.
- Must keep a current and active mailing address on file with Enrollment Services. Refunds and 1098T tax forms are not issued to students who have an inactive mailing address.
- Must have a VCU email address. The student's VCU email address will be used by the Student Accounting Department to notify him/her when the student invoice is available in the payment and billing website. Other important notifications are also sent to the student's official email address. Failure to acknowledge emails and review the electronic bill online does not relieve responsibility for timely payments.

Most students who meet the following criteria are usually eligible for some type of financial aid regardless of family financial circumstances. Students must:



- Be a U.S. citizen or eligible non-citizen.
- Be admitted to or enrolled in an eligible degree or certificate program.
- Make Satisfactory Academic Progress as defined by the VCU Office of Financial Aid.
- Not owe a refund on a federal student grant and not be in default on a federal student loan.
- Be enrolled at least half time—six or more undergraduate credit hours (exceptions possible for Pell Grants)—or five or more graduate credit hours.



VCUCard

<http://vcucard.vcu.edu> • vcucard@vcu.edu

Monroe Park Campus:

827-CARD (2273)

Technology Administration Bldg.

701 W. Broad St., lobby

Hours: Monday – Friday, 8 a.m. – 5 p.m.

MCV Campus:

628-CARD (2273)

Sanger Hall, 1101 E. Marshall St., room B1-018

Hours: Monday – Friday, 8 a.m. – 4:30 p.m.

The VCUCard is the official VCU and Health System ID card. While on the Monroe Park or MCV campuses, all students, faculty and staff members are required to carry their VCUCard. It can be used in all campus locations and more than 40 off-campus locations and helps make available many services that students need. Lost cards must be reported immediately to a VCUCard office or through the VCUCard Online Card Office at the website listed above. There is a replacement fee for lost or stolen VCUCards.

RamBucks

RamBucks offer a prepaid, stored-value account that is part of your VCUCard. It is a convenient, cashless way to pay for purchases on and off campus.

Locations to use your VCUCard

Subject to change.

Monroe Park Campus

- Bleecker Street Café.
- Cary Street Market and Deli.
- Cary Street Starbucks.
- Cary Street Chili's.
- Harris Hall Convenience Store.
- Market 810.
- Einstein Bros Bagel.
- Quiznos Sub/Starbucks (Academic Bookstore).
- Cabell Library Starbucks.
- University Student Commons: Subway, Pizza Hut, Convenience Store, Park Place Food Court.
- Siegel Center Concession Stands.

MCV Campus

- Hutton Hall Hideaway Café.
- Larrick Student Center Jonah's & Starbucks.

Dining Services

www.bsv.vcu.edu/vcufood

828-1148 • dining@vcu.edu

1111 W. Broad St., suite A

P.O. Box 980247

VCU Residential Dining Center

Monroe Park Campus:

828-2891

Shafer Court Dining Center • 810 Cathedral Pl.

First Floor: Market 810-2-Go; Einstein Bros. Bagels

Second Floor: Market 810

All undergraduate VCU students living in dormitory style residence halls must purchase one of the Essential Dining Plans. Dining plans consist of Blocks and Dining Dollars. Blocks are meal swipes that can be used at Market 810 in Shafer Court Dining Center and/or any participating retail location on campus. Dining Dollars work like a debit card that allows for tax-free food purchases on campus.

Online enrollment is available at www.bsv.vcu.edu/vcufood. Dining Plan purchases are billed through the Student Accounting Department.



Some Things to Do with Your VCUCard You may not have thought of...

Free student tickets for men's basketball games • Free admission to all other athletic events • Free films and popcorn at showings sponsored by APB: Uncommon Productions • Free shuttle rides around campus • Free use of the grand piano on the second-floor Plaza Lounge of the Commons • Free loan of scissors, staplers, calculators and more from Commons Information Centers • Free use of a self-contained battery jump-starter and bike pump from Commons Information Centers • Check out books from the VCU Libraries • Do laundry in the residence halls • Make photocopies and print webpages in the library • Parking at all Monroe Park Campus parking decks • Get discounts at many area merchants • Banking service through Wachovia

Essential Dining Plans*

- 300 Block Plan + 100 Dining Dollars: \$1,864
- 250 Block Plan + 300 Dining Dollars: \$1,840
- 250 Block Plan + 175 Dining Dollars: \$1,715
- 200 Block Plan + 300 Dining Dollars: \$1,692
- 200 Block Plan + 150 Dining Dollars: \$1,542

Unused meals and Dining Dollars will not carry over to the following semester.

Preferred Dining Plans*

The following dining plans are available to all registered nonresidential VCU students:

- 300 Block Plan + 100 Dining Dollars: \$1,864
- 250 Block Plan + 300 Dining Dollars: \$1,840
- 250 Block Plan + 175 Dining Dollars: \$1,715
- 200 Block Plan + 30 Dining Dollars: \$1,692
- 200 Block Plan + 150 Dining Dollars: \$1,542
- 150 Block Plan + 105 Dining Dollars: \$1,155
- 100 Block Plan + 75 Dining Dollars: \$783
- 50 Block Plan + 75 Dining Dollars: \$461
- 25 Block Plan + 75 Dining Dollars: \$280
- 5 Block Plan + 160 Dining Dollars: \$201

More than one block plan may be purchased per semester; unused meals and Dining Dollars will not carry over and are forfeited at the end of each semester.

Dining Dollars

Dining Dollars may be added in \$25 increments to an existing Dining Plan at any time during the semester by calling the Dining Office at 828-1148.

Special Diets

VCU Dining Plan participants with special dietary requirements need to call the VCU Dining Services office prior to making a housing selection to discuss their requirements.

Employment

Student employment is available in all VCU Dining Service areas. Please contact Aramark Educational Services Inc. at 828-3022.

Changes & Cancellations

Changes to a VCU Dining Plan will be accepted until 4 p.m. on Sept. 9, 2011 for the fall semester and until 4 p.m. on Jan. 27, 2012 for the spring semester. Changes or cancellations will not be accepted after the deadline. Students withdrawing from VCU need to notify VCU Dining Services at 828-1148 or dining@vcu.edu.

VCU Dining Plan Calendar

Fall 2011

- Evening meal Wednesday, Aug. 17, 2011 through midday meal Wednesday, Nov. 23, 2011
- Evening meal Sunday, Nov. 27, 2011 through morning meal Wednesday, Dec. 21, 2011



Retail Locations

Visit the Dining Services website for retail operating hours.

- **Subway, Chick-fil-A, Nao and Zen, Pizza Hut Express and Commons Convenience** in the University Student Commons.
- **Starbucks Coffee** in the James Branch Cabell Library.
- **C-store** located on the first floor in Grace E. Harris Hall.
- **Quiznos Subs** and **"We Proudly Brew" Starbucks Coffee** in Barnes & Noble @ VCU.
- **Bleecker Street Café** in Snead Hall.
- **Chili's, Starbucks Coffee** and the **Cary Street Market & Deli** in the Cary & Belvidere Residential College.
- **Hideaway Café** in the Hunton Student Center on the MCV Campus.
- **Jonah's** located in the Larrick Student Center on the MCV Campus.
- **Starbucks Coffee** at the Larrick Student Center on the MCV Campus.

Opening this year: Raising Cane's, IHOP Express and Croutons, Salads & Wraps on the Monroe Park Campus and Wendy's and Einstein Bros. Bagels on the MCV Campus.

Retail locations accept Dining Dollars, RamBucks, cash and credit/debit cards.

Spring 2012

Evening meal Monday, Jan. 9, 2012 through midday meal Friday, March 9, 2012

Evening meal Sunday, March 18, 2012 through morning meal Saturday, May 12, 2012

VCU Dining Key Locations Hours of Operation

Hours are subject to change.

Monroe Park Campus:

Shafer Court Dining Center

Market 810 (second floor)
Continuous Dining
Monday – Thursday, 7 a.m. – midnight
Friday, 7 a.m. – 9 p.m.
Saturday & Sunday, 8 a.m. – 9 p.m.

MCV Campus:**Jonah's****Continuous Dining****Monday – Thursday, 7 a.m. – 9 p.m.****Friday, 7 a.m. – 7 p.m.****Saturday & Sunday, 10:30 a.m. – 7 p.m.**

Please visit www.bsv.edu/vcufood for up-to-date information on locations and hours of operation.

*Prices are subject to change based on Board of Visitors approval.



Finding What You Need

VCU Technology Services

www.ts.vcu.edu • techserv@vcu.edu

VCU Technology Services is responsible for centrally supported academic and administrative computing at VCU. This includes applications and services such as Blackboard, eServices, email, myVCU portal, research computing, VCUCard and the VCU helpIT Center. If you have a comment or suggestion, please visit us at the website listed above and click on the “Contact us” tab or send an email to techserv@vcu.edu. Every comment or suggestion is read and receives a response if a return email address is provided. At VCU, we're IT.

For more information regarding VCU Technology Services and information on the programs and services available to you at VCU please visit our website at www.ts.vcu.edu.

Student Computer Initiative

www.vcu.edu/sci

VCU requires each student to own a computer. A computer requirement allows students to offset the expense of a computer with financial aid and it also sets the minimum standards that help ensure the computer used by a student will work with the network and be suitable for academic use. Before purchasing a new computer or bringing a used computer to VCU, be sure to check the Student Computer Initiative website to learn what is required for your particular curriculum and what minimum features your computer should have. The Student Computer Initiative website is also a great place to find information about the getIT Computer Purchase program for academic discounts on computers for students, faculty and staff.

VCU helpIT Center

go.vcu.edu/helpIT

The VCU helpIT Center provides quick, courteous, and comprehensive computing support for students, faculty and staff. Online requests can be made 24 hours a day. Visit the VCU helpIT Center at the Web address above to create help requests, learn about walk-up, live chat, and phone support hours, to search the knowIT knowledge base, view technology alerts, find software downloads and more. If you need help using a computer at home or on campus:

- Call the helpIT Center at 828-2227.
- Send an email to helpIT@vcu.edu.
- Go to go.vcu.edu/helpIT.
- Come to Cabell Library room B-30 or Sanger Hall, room B1-018.

fixIT Computer Service

go.vcu.edu/fixIT

The VCU helpIT Center provides on-campus computer repair with the fixIT Computer Service program. Skilled and trained VCU staff provide fast on-campus warranty repair support for Apple, Dell and Lenovo computers as well as out-of-warranty service for all brands. Drop off and pick up on campus. Visit the VCU helpIT Center for assistance in Cabell Library room B-30 or Sanger Hall, room B1-018. Visit go.vcu.edu/fixIT, call 828-3018 or email fixITservice@vcu.edu for more information.

Your eID & Password

go.vcu.edu/eID

At VCU, eID is the universal electronic identification for authentication to email, myVCU Portal, Blackboard and eServices (the student-registration/financial-aid system), public use computers in the computer labs and the Learning Commons, the SafeNet wireless network, VCU Libraries, as well as many other VCU electronic services and applications. Your eID is created automatically as soon as you are accepted at VCU. In most cases, your eID consists of your last name followed by your first and middle initial. In the case of duplicate eIDs, numeric characters are added. To find your eID, visit the eID information page at the website listed above. Once you find your eID, you will be able to set your password. Contact the VCU helpIT Center at 828-2227 or helpIT@vcu.edu for eID password assistance.

How Do I Use My Email Account?

go.vcu.edu/myVCUmail • helpIT@vcu.edu

VCU student email, known as myVCUmail, is hosted by Google as part of the Google Apps for Education service. Your myVCUmail account is created automatically when you are accepted to VCU as a student. Once you've obtained your eID and set up your password, you can use your myVCUmail account. Your myVCUmail address is your “eID”@vcu.edu.

You can access myVCUmail via the web by clicking on the email link at the top of the VCU home page or logging in at the website listed above. All electronic correspondence from the university will be sent only to your vcu.edu myVCUmail address. If you need assistance with your myVCUmail account, please contact the VCU helpIT Center at 828-2227 or helpIT@vcu.edu.

myVCU Portal - VCU Mobile

my.vcu.edu · www.vcu.edu/mobile

The myVCU portal is your personal, customizable, Web-based access to VCU. Logging into myVCU with your eID gives you quick access to campus services and information. VCU also provides the VCU Mobile app for Apple iOS, Android, and Blackberry devices as a mobile portal to VCU online services and resources. Visit the VCU Mobile site at the Web address above to download the app for your device or visit m.vcu.edu on your web-enabled mobile device.

Blackboard - Bb Mobile Learn

blackboard.vcu.edu · my.vcu.edu · go.vcu.edu/bbmobilelearn

Blackboard is VCU's online Learning Management System and Content Management System, available for faculty, staff and students to use. To access Blackboard you can use the myVCU Portal or go to blackboard.vcu.edu. Use your eID and password to log in. VCU also provides the Bb Mobile Learn app to access Blackboard on-the-go from Apple iOS, Android, and Blackberry devices. Visit the Bb Mobile Learn site at the web address above to learn more about this mobile service.

eServices

go.vcu.edu/eservices · my.vcu.edu

eServices is the VCU, password-protected, administrative information system for students and employees. Students use eServices to access all student records including personal information such as address and phone; registration information such as add/drop/withdrawal from classes, grades and course registration; financial-aid information such as application status or to see if aid has been updated or awarded; student-bill information such as balances, payment due dates, online payments; and academic records including unofficial transcripts. After a student's initial registration at new student orientation, they are encouraged to register for classes via eServices by using the eServices tab on the myVCU portal.

Computer Lab & Printing Locations

go.vcu.edu/computer-labs

Several open-access computer labs are available on the Monroe Park and MCV campuses. These labs are open to all students, faculty and staff. For hours of operation and other information about these labs, please visit the website listed above. Some labs have pay-for-print stations that use your RamBucks account.

Software

go.vcu.edu/software

VCU has licensed a number of software programs for students, faculty, and staff. Many are available to members of the VCU community for download at no cost. A complete list is available at the Web address listed above.

SafeNet Wireless Network

go.vcu.edu/safenet

SafeNet Wireless is the way to get online at VCU without those bulky cables. This service provides the VCU community with a safe, encrypted online experience that applies a higher level of security to wireless computing. For more information concerning SafeNet and to learn how to log in, visit the Web address listed above.

How do I Change my Password?

go.vcu.edu/eid

The VCU eID system provides a self-service tool that can be used to reset your password if you have forgotten it or it has expired. Visit the website listed above and click on the "eID Password Self-Service" in the left navigation pane to learn about your options for resetting your eID password. If you need assistance with your eID password, please contact the VCU helpIT Center at 828-2227 or helpIT@vcu.edu.

Technology Policies

go.vcu.edu/ts-policies

VCU provides and maintains computing resources to support the instruction, research and work of faculty, staff and students. To ensure that these resources are used ethically, equitably and legally, VCU has established certain guidelines and policies. You can view the most up-to-date policies at the above Web address.

VCUCard & RamBucks

vcucard.vcu.edu

For VCUCard and RamBuck information see page 17.



VCU Bookstores



Barnes & Noble @ VCU – Monroe Park Campus

www.vcubooks.com

828-1678 · Fax: 828-1594

West Broad Street Parking Deck

1111 W. Broad St. · P.O. Box 842013

Regular hours

Monday – Thursday, 8 a.m. – 8 p.m.

Friday, 8 a.m. – 6 p.m.

Saturday, 10 a.m. – 6 p.m.

Sunday, 1 – 5 p.m.

Visit vcubooks.com for extended hours at the start of each term.

Barnes & Noble @ VCU provides convenience, variety and quality. The textbook department offers materials required for university studies and maintains the area's largest selection of used books and textbook rentals. In addition to textbooks, Barnes & Noble @ VCU carries required art supplies, school supplies and computer products. Spirit-oriented shoppers can also find a variety of imprinted gifts and apparel. The general book department has more than 24,000 titles. Order your textbooks, supplies and clothing online at vcubooks.com.

Shoppers can socialize in the Bookmark Bistro, which features Quizno's subs and "We Proudly Brew" Starbucks Coffees in a casual atmosphere. The café seating is perfect for study-group meetings and other student activities. Free wireless Internet access is available. The bookstore is handicap accessible.

Barnes & Noble @ VCU – MCV Campus

www.vcubooks.com

828-0336 · Fax: 828-8876

N Deck · 10th & Leigh streets, P.O. Box 980013

Regular hours

Monday – Thursday, 7:30 a.m. – 5:30 p.m.

Friday, 7:30 a.m. – 4:30 p.m.

Saturday, 10 a.m. – 2 p.m.

Sunday, Closed

Regular summer hours

Monday – Thursday, 7:30 a.m. – 4 p.m.

Friday, 7:30 a.m. – 3 p.m.

Saturday, 10 a.m. – 2 p.m.

Sunday, Closed

Visit vcubooks.com for extended hours at the start of each term.

The Barnes & Noble @ VCU Medical Center offers textbooks and materials required for university studies as well as a large selection of medical reference books. In addition, a special-order service is available for any book in print. The store also offers a full line of scrubs, office supplies, lab apparel and equipment. Greeting

cards, VCU memorabilia, hot coffee, cold beverages and snacks are available.

Payment

The bookstores accept cash, Visa, MasterCard, Discover, American Express, Barnes & Noble gift cards, personal checks and RamBucks.

Refunds & Exchanges

All refunds require a valid cash register receipt.

Used Book Buy-Back

During the beginning and end of each term, a limited quantity of books being reused may be sold to the bookstore at one-half the new purchase price. The bookstores buy back used books year-round.

Commencement

The bookstores coordinate fittings, pick-up and return of caps, gowns and hoods. The bookstores also offer class rings, diploma frames and commencement announcements.

Work & Careers

Career Services

The University Career Center (UCC) can help students reach their professional goals. See pages 26 and 46 for more information on programs and services offered.

Business

www.business.vcu.edu/career

Disability Support Services

Provides academic assistance and career advising for students with disabilities.



Monroe Park Campus:

Voice/TTY: 828-2253

www.students.vcu.edu/dss

MCV Campus:

Phone: 828-9782

www.specialservices.vcu.edu

Division for Health Science Diversity

MCV Campus

1000 E. Marshall St., room 205

Phone: 827-0982

Engineering

www.egr.vcu.edu

Work Study

www.students.vcu.edu/careers/current_students/federal_work_study.html

Have you been awarded Federal Work Study through the VCU Financial Aid Office? Do you need a job? Check out a work-study position on the website. For more information about Financial Aid, see page 16.



Academic Essentials

The University College

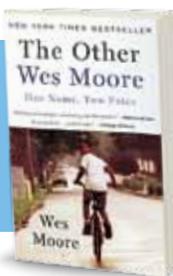
www.vcu.edu/uc

New Student Programs & Orientation

The Office of New Student Programs in the University College works to give incoming freshmen and transfer students an orientation to academic and campus life at VCU. It also offers ongoing programs for new students and their families as they make the transition to college.

Summer Reading Program

All first-year students participate in VCU's Summer Reading Program. Books are distributed during orientation and students are expected to complete their reading before returning to campus in August. The text will be discussed in different settings during their first year.



The Other Wes Moore:
 "The chilling truth is that my story could have been his. The tragedy is that his story could have been mine."

Academic Advising

More than just helping you schedule classes, academic advising can help you select a major, navigate university policies, direct you to campus resources and make a smooth transition to VCU and college life. The University College provides academic advising to:

- All first-year students.
- Undeclared students.
- Pre-health students.
- Pre-law students.
- Student athletes.
- Interdisciplinary and non-degree-seeking students.

Advising appointments can be scheduled through the VCU Portal. For more information, visit www.vcu.edu/uc, call 827-8648 or stop by the first floor of Hibbs Hall.

Advising After Your First Year

After your first year at VCU, if you are not included in the special student populations served by the University College, your academic advising services are through the college or school in which you declared a major. For more information, visit www.advising.vcu.edu.

Core Curriculum

Focused Inquiry

The University College is the central home for VCU's Core Curriculum. The foundation of the curriculum is a two-semester sequence of courses, Focused Inquiry (FI) I and II, which is required of first-year students. Focused Inquiry and all remaining courses within the Core target specific skill areas through shared learning experiences. These skill areas include:

- Written and oral communication.
- Critical thinking.
- Information fluency.
- Ethical and social responsibility and quantitative literacy.

The goal of the core's 21 credit hours is to set the stage for future student success in both the university and career settings.

Tiers of the Core Curriculum

First Tier: Six credit hours of Focused Inquiry I and II, a two-semester sequence required of all first-year students, which provides the foundation for the core curriculum.

Second Tier: Second-tier courses reinforce the learning objectives introduced in the Focused Inquiry sequence. Courses in the second tier are drawn from across the university.

Third Tier: The third tier integrates the core curriculum with a student's major. This requirement may take the form of a service-learning project, a research project with a faculty member, a study-abroad program, a senior thesis paper, a practical internship or a capstone course.

For more information on the Core Curriculum, visit www.vcu.edu/uc or call 827-8204.

Learning Support

All VCU students can take advantage of the free learning-support resources offered through the University College Campus Learning and Writing centers.

Campus Learning Center Services

827-8108 • www.vcu.edu/uc/clc

The Campus Learning Center provides academic assistance programs for most 100 and 200-level courses.

- **Appointment Tutoring:** individual one-hour sessions with a peer tutor.
- **Drop-In Tutoring:** students seen on a walk-in basis.

- Supplemental Instruction: peer-led group study sessions in many introductory courses.
- Focused Learning Courses: assist students in courses that have proven to be particularly demanding.
- Study Groups: assist students who want to form individual study groups or foreign language conversation groups.
- Testing: including make-up and placement tests.

Writing Center Services

827-8108 • www.vcu.edu/uc/writingcenter

The Writing Center offers free writing support for the entire VCU community—from brainstorming to organizing to polishing a draft. Our services for students include one-on-one writing consultations and workshops on a wide variety of topics associated with academic writing, reading, and critical thinking. For more information about Writing Center services, please visit www.vcu.edu/uc/writingcenter or call 827-8108.



VCU Libraries

www.library.vcu.edu
(866) VCU-BOOK, Toll-free long distance



Monroe Park Campus:

James Branch Cabell Library

828-1111, Circulation & information desk
828-1101, Research assistance desk
901 Park Ave., P.O. Box 842033

MCV Campus:

Tompkins-McCaw Library for the Health Sciences

828-0636, Service Desk
509 N. 12th St., P.O. Box 980582

VCU Libraries has two main libraries: the James Branch Cabell Library on the Monroe Park Campus and Tompkins-McCaw Library for the Health Sciences on the MCV Campus, as well as supplementary operations. The libraries hold:

- Over 2 million volumes.
- More than 51,000 journal and other serial titles.
- Extensive collections in film, video, sound, comic, manuscript, and book-art.

Services

- Research assistance, education, consultation
- Borrow books: up to 50 for undergraduates or 100 for graduate students

VCU Alumni Association

www.vcu-mcvalumni.org

Monroe Park Campus:

828-2586 • Richard T. Robertson Alumni House • 924 W. Franklin St., P.O. Box 843044

MCV Campus:

828-3900 • MCV Alumni House and Paul A. Gross Conference Center • 1016 E. Clay St., P.O. Box 980156

VCU's alumni associations have about 10,000 active, dues-paying members. Both associations support numerous scholarship-endowment funds, including scholarships for legacy students. The Office of Alumni Relations supports the alumni associations and provides alumni and student services and events, including Ram Spirit Walk, Your Passport to the World new graduates' celebration, Grad Finale, community-service opportunities, Alumni Month, Reunion Weekends, meeting space at alumni houses for student organizations, career mentoring by alumni, pregame activities and events for alumni and families, and more.

Special benefits include alumni association credit cards, short-term major-medical coverage for new graduates, group major-medical coverage for self-employed alumni, discounted auto and homeowner's insurance, unique travel opportunities and special VCU gift items.

The VCU Alumni Association board of directors represents alumni of the Monroe Park Campus and other constituent groups, including the Rams Alumni Volunteer Network and African-American Alumni Council. The association publishes Shafer Court Connections alumni magazine.



The MCV Alumni Association of VCU includes alumni divisions representing medicine, pharmacy, nursing, dentistry, allied health professions and basic health sciences and publishes Scarab alumni magazine.

Students Today Alumni Tomorrow (STAT) is a student-led organization that facilitates interaction between students and alumni and enhances the student experience by providing opportunities that strengthen lifelong loyalty to VCU. STAT provides unique benefits including networking with alumni, obtaining an alumni mentor, connecting with other VCU students, special events and free members-only goodies and rewards! Find out more at www.vcu-mcvalumni.org/STAT.

- Research Guides (guides.library.vcu.edu).
- Borrow materials from other libraries.
- Information technology–equipped collaboration and group study rooms.
- Computers, laptops for check–out, wireless internet, scanning, audio and video digitization tools, printing, fax.
- Presentation Rehearsal Studio with equipment for practicing, recording, and developing presentations.
- A café featuring Starbucks Coffee, drinks and light snacks.



Online Resources

- Find books, journals, media, and databases, and more than 300,000 e–books (catalog.library.vcu.edu).
- Full–text journal articles and other materials.
- Digital documents, images, oral histories, and comic art from Special Collections and Archives (dig.library.vcu.edu).

Training Opportunities

Both campuses' libraries host education and training opportunities. Topics include company research, time–saving research techniques, career exploration, technology trends, resource citation management, and database workshops, as well as building tours. For more information see www.library.vcu.edu/events.

Media & Reserve Services

Media & Reserve Services (third floor of the James Branch Cabell Library) hosts DVDs, CDs, posters, and music scores, as well as multimedia equipment for film, music, image viewing, scanning, and editing. Reserve collections support course assignments and are offered in book, AV media, or electronic formats. For more information see www.library.vcu.edu/reserves.

The VCU Libraries Liaison Program

The Liaison Program fosters communication and collaboration between the libraries and the university community. Librarians work as liaisons with faculty, staff and students in specific academic units—schools, departments, colleges, centers, and programs—to enhance library collections and services at VCU. For more information see www.library.vcu.edu/liaisons.

The Community Health Education Center

CHEC (first floor of the VCU Medical Center Gateway Building) provides information and other resources to help individuals better understand and manage personal health care. For more information see www.vcuhealth.org/chec.

The Tompkins–McCaw Library Learning Center @ Hunton

The TML Learning Center (second floor of the Hunton Student Center) offers students from all disciplines convenient access to computers, VCU Libraries resources, and research consultation. For more information see www.library.vcu.edu/tml/hunton.

The James Branch Cabell Library Learning Commons

The Learning Commons (second floor of Cabell Library) is designed to support collaborative study and features over 90 PCs and Macs, ample electrical outlets for laptops, wireless networking, an online reservation system for group study rooms equipped with large flat screens, whiteboards, and a variety of comfortable seating and work surfaces.

Library Collections

Collection strengths include the arts, behavioral sciences, business, chemistry, clinical medicine, education, health and life sciences, public affairs, and social work.

The collections in Special Collections and Archives on both campuses include rare and specialized book collections numbering more than 50,000 volumes and VCU's official archives. Collections include the papers of numerous Virginia writers, artists, health–care practitioners, social activists, local non–profit organizations, and the Archives of the New Dominion, a collection of historical materials from Virginia's under–documented communities. Finding aids for some of these materials are available online in the Virginia Heritage database. For more information visit lib.virginia.edu/vhp.

VCU Libraries holds top–tier collections in the graphic arts, artists' books, medical artifacts, and one of the largest collections of comic arts in the country, including the archives of the Eisner Awards, the national prizes for comic art.

The VCU Libraries is a repository for federal and state publications and maps.



Library hours are posted at www.library.vcu.edu/about/hours.

Services for Users with Disabilities

Both Cabell Library and Tompkins-McCaw Library have various services for users with disabilities.

Software and hardware include Microsoft Magnifier; Jaws synthesized voice screen reader; Merlin Monitor, a full-color video magnifier that recognizes voice commands; SARA—Scanning and Reading Appliance that scans and reads print; OpenBook; Kurzweil 3000; Naturally Speaking; and 20-inch color monitors. For more information visit www.library.vcu.edu/services/disability.html.

Global Education Office

www.global.vcu.edu · geo@vcu.edu
828-8471 · 817 W. Franklin St., P.O. Box 843043

The Global Education Office (GEO) helps coordinate and support the internationalization of VCU.

International experience is more valuable than ever in preparing for tomorrow's careers. VCU students from every academic discipline are encouraged to expand their educational horizons by engaging with international students, scholars and programming on campus coordinated by GEO, and by pursuing a part of their studies through an international program. Options to earn VCU credit abroad include:

Faculty-led study abroad programs in Africa, Asia, Europe and Latin America that typically offer six VCU credits during the summer. Both undergraduate and graduate credit are available.

A semester or year abroad at one VCU's International University Partners:

- Beijing Foreign Studies University in China.
- Curtin University of Technology in Australia.
- Fudan University in Shanghai.
- Haddasah Medical Center/Hebrew University in Israel.
- Harris–Manchester College at Oxford University in England.
- Indian Institute of Technology.
- Moscow State University.
- Post-Graduate Institute of Medical Education and Research in India.
- St. Petersburg State University in Russia.
- University of Córdoba in Spain.
- University of Guadalajara in Mexico.
- University of KwaZulu–Natal in South Africa.
- University of Messina in Italy.
- University of Sao Paulo in Brazil.
- University of the West of England.

Options to earn transfer credit abroad include:

A summer, semester or year abroad in one of 39 countries through the International Student Exchange Program (ISEP).

Direct enrollment in outside short or long-term accredited programs coordinated by the Education Abroad Office.

International Student & Scholar Services

828-8471 · 817 W. Franklin St.

International students and scholars enrich our learning environment with their unique experiences, perspectives and knowledge. GEO provides a full range of services to our international guests succeed in their new home, including:

International Admissions

828-6016 · vcuia@vcu.edu

The International Admissions Office is primarily responsible for the recruitment and admission of non-immigrant students (temporary visa holders). The staff review and evaluate all non-U.S. credentials for admissibility to undergraduate, graduate and professional programs. Credential evaluations are also provided to academic departments to assist them in making a determination for appropriate VCU transfer credit. Complete information and application materials can be found at www.global.vcu.edu.

Immigration Services

828-0595 · geois@vcu.edu

Immigration Services provides information, counseling and help obtaining appropriate visas for students (F-1), scholars, researchers, visitors (J-1), temporary specialized employees (H-1B and TN) and all dependents within the university community. The office also assists units within VCU with questions regarding immigration matters or policy.

Community Connections

828-8309 · pohaney@vcu.edu

GEO helps international students and scholars find meaningful engagement with their new community. From pre- and post-arrival concerns such as airport pick-ups, housing, banking, health insurance and orientation to educational, cultural and social programs to promote international understanding, students get connected. Community Connections recruits local volunteers as conversation partners, friendship partners and residential host families.

English Language Program

828-2551 · geo-elp@vcu.edu

Provided for international students, U.S. citizens, permanent residents and refugees, classes offer intensive study of English-language skills for undergraduate or graduate study at an American university or for career and personal purposes.

Courses are offered at 10 levels, from beginner through advanced. Admission to the English Language Program may be recommended by the Office of Admissions at the time of application review. Students who want only English as a Second Language courses may apply directly to the program. Placement

is based on the results of the English Language Placement Examination, a three-hour test.

Students receive test results by meeting individually with an adviser who makes recommendations, answers questions and registers the student in the appropriate ELP course(s).

The Honors College

www.honors.vcu.edu

828-1803 • Fax 827-1669

701 W. Grace St., P.O. Box 843010

The Honors College is open to all students who meet the qualifications for admission. Please see the Honors College website www.honors.vcu.edu for specific information about admissions requirements and application procedures for freshmen, transfers and continuing students.

Graduating with Honors

Graduation with University Honors is VCU's highest undergraduate academic accolade. Information about requirements for graduating with University Honors, the honors curriculum and what specific courses must be included in the 24-credit hours required for graduation with University Honors may be found on the Honors College website www.honors.vcu.edu.

Honors students may participate in the Honors Idea Exchange, the Honors Student Advisory Council, weekly Berglund Honors Seminars and other honors-sponsored lectures featuring nationally and internationally known scholars.

Benefits of Being an Honors Student

In addition to an advanced curriculum, honors students also receive dedicated advising, access to honors-only housing, special library privileges, access to honors only scholarships, and priority in registering for classes. The National Scholarship Coordinator works with interested students to prepare them to compete for major national and international scholarships, including the Rhodes, Marshall, Truman, Goldwater and Fulbright scholarships. Honors students are eligible to participate in the Honors Undergraduate Research Program and the Honors Mentorship Program and to apply for guaranteed admission to several VCU postgraduate and professional programs. The Honors Center in the West Grace Student Housing complex is equipped with computers and other equipment for use by honors students.

Honors Expectations

Once admitted to the Honors College, students are expected to maintain active involvement in the honors community. In addition to maintaining at least a 3.5 GPA, honors students are expected to enroll in a minimum of one honors course per academic year and attending at least three Berglund seminars per semester. Leadership in the honors student groups may substitute for seminar attendance.

Graduation

Information about graduation may be obtained from the Graduation Office at 828-1917 between 8 a.m. to 4:30 p.m., Monday through Friday.

Career Services

The University Career Center (UCC) is available to all current VCU students; alumni have access to services for up to one year after graduation. All students have their own career consultants based on their major. Please see page 46 for more information.

Judicial Affairs & Academic Integrity

For more information, see pages 46 or go to www.students.vcu.edu/judicialaffairs for a listing of policies



Student Life Essentials

Living on & Around Campus



Residence Hall Policies

The Residential Life & Housing program is based upon the concept of community living. This concept implies that all members of a community have a responsibility for the community and the behaviors in it. The residence-hall judicial process originates in the commitment to education and personal growth for residence-hall students, and it allows members of the community to take an active role in regulating behavior of students within the residence halls.

Residential Life & Housing provides an outline (which can be found in the housing contract, on page 126 of this publication and Virginia Commonwealth University's Rules, and Procedures) of prohibited items and unacceptable residence-hall behaviors. Each resident will be held responsible for the knowledge of prohibited items and behaviors listed in these policies and, in accordance with the terms and conditions of his/her housing contract, may be sanctioned if found to be in violation.

Several university-wide policies have direct application to the operation of the department. Examples include the AIDS policy, the posting materials policy, prohibition of sexual harassment, student sexual misconduct policy, VCU alcohol and drug policy,



computing ethics policy, and Rules and Procedures. Students are advised to be familiar with these and other VCU policies, such as the VCU honor system, grade review procedure, guidelines for demonstrations, and computer and network resources use policy. See the Residential Life & Housing website or page 126 for university policies.

Residence-hall students are subject to federal, state and local laws and ordinances as well as regulations prescribed by Virginia Commonwealth University, including the university bulletins, VCU Rules and Procedures, this handbook, and the terms and conditions of the housing contract. Contract cancellation and removal from the residence halls and/or university may result from the violation of any one or combination of policies. Violations that endanger the safety and welfare of others or cause disruption of the residence community can result in fines and or removal from the residence halls.

Each resident is responsible for knowing and abiding by all of the policies, guidelines and expectations set forth in the Residence Hall Handbook, University Rules and Procedures and his/her housing contract. Violations of rules and regulations occurring in or on the premises of Virginia Commonwealth University residence halls will be handled through the university judicial process, which is guided by the Office of Judicial Affairs and Academic Integrity (see page 46 for more information.) Responses to violations include actions by the Office of Judicial Affairs and Academic Integrity and the department of Residential Life & Housing.

Should a student be involved in an incident, a member of the staff will document the incident and an incident report is completed detailing the incident, including a description of the pertinent events, the policy that was violated and the person(s) involved. After a review of the incident report, the department will determine the appropriate route for resolving the incident and the student will subsequently receive a notification regarding the documentation. The student may be expected to schedule an appointment with the department or the Office of Judicial Affairs and Academic Integrity. Less serious violations and/or residence-hall contract violations will be handled by the department. More serious violations or repeated lesser violations will lead to a review of a residents housing contract and will be referred to the Office of Judicial Affairs and Academic Integrity.

In seeking to resolve incidents, Residential Life & Housing seeks to ensure the process is a learning experience for the student; to prevent future violations; to demonstrate the department's and the university's position regarding the behavior; where appropriate, to provide opportunity for the student to make restitution; and also, as appropriate, to provide the opportunity for other students to learn from the incident.

VCU Residential Life & Housing Directory

For more specific contact information and a listing of area staff, please see the Residential Life & Housing website at www.housing.vcu.edu.

MAIN HOUSING OFFICE

Cary & Belvidere Residential College

301 W. Cary St., first floor
(804) 828-7666 • FAX: (804) 828-2466
EMAIL: VCUHousing@vcu.edu

AREA OFFICES

Ackell Residence Center Area Office

1100 W. Broad St.
(804) 827-0383 • FAX: (804) 827-0382
ARC FRONT DESK/MAILROOM: 827-0383
ARC SECURITY DESK: 827-0386

Broad and Belvidere Apartments Area Office

700 W. Broad St.
(804) 827-2444 • FAX: (804) 827-2447
BB FRONT DESK/MAILROOM: 827-2444
BB SECURITY DESK: 827-2446

Cary and Belvidere Residential College

301 W. Cary St., suite 1057
(804) 828-1211 • FAX: (804) 827-9804
CB FRONT DESK/MAILROOM: (804) 827-9801
CB SECURITY DESK: (804) 827-9802 & 9803

Gladding Residence Center Area Office

711 W. Main St., suite 159
(804) 828-0992 • FAX: (804) 828-0986
GRC FRONT DESK/MAILROOM: 828-1552
GRC SECURITY DESK: 828-1552

Johnson Hall and West Grace Student Housing Area Office

801 W. Franklin St., suite 107
(804) 828-1431 • FAX: (804) 828-0994
WEST GRACE FRONT DESK/MAILROOM: 827-0979
WEST GRACE SECURITY DESK: 827-0678
JOHNSON HALL FRONT OFFICE/MAILROOM: 828-1394
JOHNSON HALL SECURITY DESK: 827-0265

Rhoads Hall and Brandt Hall Area Office

207 N. Laurel St.
(804) 827-0974 • FAX: (804) 827-0970
FRONT DESK/MAILROOM: 828-8143
RHOADS/BRANDT SECURITY DESK: 827-8442

MCV CAMPUS HOUSING AREA OFFICE

Bear Hall

600 N. 10th St., suite 107
(804) 828-1800 • FAX: (804) 828-6037
CABANISS HALL/MCV CAMPUS FRONT OFFICE/
MAILROOM: 828-0535
CABANISS HALL SECURITY DESK: 827-0504
MCV CAMPUS LOW RISE SECURITY DESK: 827-0908

1. Alcohol

Residents are subject to state law; therefore, possession and/or use of alcohol by persons under the age of 21 is prohibited. This prohibition also includes persons who are obviously under the influence of alcohol within the residence halls. Possession and/or use of alcohol is prohibited at all times in Brandt Hall, Cabaniss Hall, Gladding Residence Center Suites (Phases II and III), Johnson Hall, Rhoads Hall and other designated first-year student areas. An underage student being in the presence of alcohol may constitute a violation of the alcohol policy. Residents under the age of 21 found violating this policy and/or the VCU Alcohol/Drug policy will be subject to parental notification.

Residents of legal drinking age (21 years) who live in Ackell Residence Center, Broad & Belvidere, West Grace Student Housing, Cary and Belvidere Apartments, Gladding Residence Center Apartments and MCV Campus Low Rises may legally consume alcohol in their rooms. Persons of legal age may not serve or obtain alcohol for someone who is underage.

Open containers of alcohol are prohibited in all public areas of the residence halls, including walkways, lounges and any area located behind card access. Kegs and other large quantity containers are prohibited in all university residence halls. Residents are not allowed alcohol container collections in the residence halls. No public notices promoting or advertising alcohol are permitted. Violations of this policy will result in a range of sanctions, from educational (including mandatory risk assessments, residence hall probation) up to and including removal from the residence hall community.

2. Appliances

Cooking is permitted only in designated residence-hall areas and in apartment facilities. The use of cooking appliances (toaster ovens, hot plates, electric frying pans and electric grills such as the George Foreman grill) in student bedrooms is prohibited. Underwriter's Laboratory-approved sealed-unit coffee makers, closed-coil hot-air popcorn poppers, and thermostatically controlled hot pots are allowed if used on a non-combustible surface. Microwave ovens are permitted under the following conditions: Microwaves must be of a compact size and no more than 0.8 cubic feet using a maximum of 750 watts. Only one microwave is allowed per student room, and no other cooking devices can be used. Prohibited/illegal items may be confiscated at the discretion of the department.

Refrigerators must be of a compact size, UL-approved and must meet the following specifications, which can be obtained from the data plate: 120 volts AC, 60 hertz with a maximum running current of 2.0 amps (240 watts). The power cord must be grounded and not exceed a length of six feet. Only one 4.2 cubic foot refrigerator is allowed per room. Students residing in Gladding Residence Center Phase II and Cabaniss Hall are prohibited from bringing refrigerators, which will be provided for them.

Refrigerators may not be stored in closets or other areas not providing adequate ventilation. Extension cords are prohibited for use with refrigerators or any other appliance/electrical equipment. Halogen lights are prohibited. Air conditioners, window fans and heating units, including space heaters, are expressly prohibited. Floor fans are permitted. Multi-plug power strips with overcurrent and surge protection properties and reset switches must be used instead of extension cords, but must not be plugged into each other (must be plugged directly into a wall outlet). Laundry facilities must be cared for properly. Lint must be removed after each dryer cycle, and clothes and lint that fall behind the dryer must be removed to reduce fire hazards.



3. Bicycles, Motorcycles & Other Vehicles

Motorized vehicles are prohibited in courtyard areas and inside the residence halls, and are not to be parked or chained anywhere in the residence halls, courtyard or sidewalks. Non-motorized vehicles may be parked/chained in designated areas only. Vehicles chained to windows, gates, lights/sign posts or poles and other non-designated areas will be confiscated immediately and disposed of if not claimed within seven working days. The university is not responsible for damage to locks or vehicles that are confiscated.

4. Care of Rooms & Facilities

University property, including room and lounge furniture, is inventoried according to location and is not to be moved without the written permission of the department. Water furniture, including water beds and chairs, is prohibited. Residents are prohibited from painting rooms and/or common areas. The use of double stick tape or any adhesive to hang pictures, posters, or other objects on walls, doors or ceilings that causes damage to the surface is prohibited. The stacking of beds or other furniture on the tops of desks and dressers is prohibited. Residents should contact the department before bunking beds as a safety precaution.

Students may not alter or add attachments to their rooms. Prohibited attachments include, but are not limited to, locks, outside radio and television antennae, additional wiring, window shades or awnings. Removing screens from windows is prohibited. Students will be charged for reinstallation and subject to judicial action.

Students are responsible for damaged or missing property. In situations where no one student claims

responsibility for room damage and/or missing property, the cost of repair/replacement will be divided between roommates. Damage to common areas on each floor or within each apartment will be divided among all floor or apartment residents respectively if no one claims responsibility. Please see “Vandalism” for additional information.

5. Computing Policy

Residence-hall students are expected to comply with university, federal and state policy, particularly regarding copyright laws. Failure to comply will result in disconnection of internet service, university judicial action and possible legal action.

6. Disruptive or Abusive Behavior

Residential Life & Housing prohibits behavior that disrupts the community. This behavior may include, but is not limited to, creating disturbances (either emotional or physical in nature), pranks, threats of physical harm to self or others, demonstrated inability to live with another resident and threats of property damage. Students found in violation of this policy may be sanctioned. These sanctions may range from referral to various university resources for assistance to contract cancellation from the residence halls.

7. Drugs

The university prohibits the use of drugs and/or controlled substances that are illegal and that may involve psychological or physiological hazards or that may lead to interference with the rights and privileges of others. It is unlawful to use, manufacture, possess or sell illegal drugs and controlled substances within the residence halls, on any university property or as part of any university activity. In addition, students who violate this policy—or any other policies—while under the influence of illegal drugs or controlled substances, will be subject to Residential Life & Housing and/or university disciplinary action(s) and action by law enforcement agencies. Violation of this policy may result in contract cancellation from the residence halls.

The use, manufacture, possession or sale of illegal drugs and/or controlled substances by residence-hall students not on campus can lead to disciplinary actions under the University Rules and Procedures. Paraphernalia is not allowed. This includes, but is not limited to, roach clips, bongs, pipes, blow tubes, hookahs, bowls, any type of water pipe or any object filled with water through which smoke is drawn. Students found in violation of this policy and/or the VCU alcohol/drug policy are subject to residence hall judicial action, as well as action through the university’s Rules and Procedures.

8. Excessive Housekeeping

Excessive Housekeeping is defined as any situation requiring cleaning that is not part of the custodian’s normal daily routine. This includes cleaning items such as fire extinguisher powder; clumps of mud; foodstuffs; bodily fluids in public areas, rooms, or

apartments; and trash that has not been disposed of in the designated receptacles (e.g., dumpsters, trash rooms). Residents may be billed individually or as a group for excessive housekeeping. These fines are imposed on rooms/floors/buildings on an escalating basis. See “Vandalism” and “Damage Assessments” for additional information.

9. Failure to Comply

Residents are expected to comply with requests from university administrative officials (including RAs, security guards and other departmental staff). Providing false or misleading information and/or failure to comply with the directives of university personnel acting in accordance of their assigned duties is a violation of residence hall policy. This includes but is not limited to failure to evacuate from a building during a fire alarm, failure to prepare room as instructed for facility maintenance, housekeeping or the pest control contractor, failure to abide by posted regulations and failure to complete mandated sanctions for violations of Residential Life & Housing and/or university policy.

10. False Reports

Residents are responsible for not filing knowingly false reports. Examples of false reports include, but are not limited to, falsely accusing another student of a violation in an effort to have another student moved; falsely reporting the presence of an unlawful explosive or incendiary device with intent to mislead, deceive or disrupt the operation of the residence halls; falsely reporting a fire or other emergency; or falsely activating the fire alarm system. False reports could result in disciplinary action from the university. Those found in violation of this policy may experience contract cancellation and referral for action through the university’s Rules and Procedures.



11. Fire Protection & Prohibited Flammable Items, Decorations & Appliances

The state fire marshal will make periodic inspections throughout the year. Violations of state code will result in the confiscation of prohibited items, judicial action and a fine. Approved decorative items may not be used in, on or around lighting, sprinkler heads, conduit lines, pipes or electrical fixtures. Only UL-approved lights may be used as decorations. No items can be closer than 18 inches to the ceiling/sprinkler heads.

The following items are prohibited in residence halls:



Items that require an open flame to operate or that produce heat (e.g. candles for burning or for decoration, incense and incense burners, Bunsen burners, alcohol burners and grills); air conditioners, window fans (floor fans are permitted) and heating units including space heaters; toaster ovens, sandwich cookers, George Foreman grills and other similar cooking appliances, Decorative items including, but not limited to, fishnets, parachutes and large wall or ceiling coverings; electric blankets and halogen lamps/lights; plug-in air fresheners; combustible decorations on doors, in hallways and elevator lobbies, including live cut trees; non-flame-retardant curtains; lighter fluid; gasoline, motor and engine oil or propane; the act of setting items aflame; and discharging a fire extinguisher except in the event of a fire. Electrical cords attached to ceiling or walls, run under carpet or taped to floor. Communication cords (cable, telephone) running across the floor must be secured to avoid tripping hazards. Floor areas must remain uncluttered to avoid tripping hazards.

Extension cords and adapters are prohibited. Multi-plug power strips with overcurrent and surge-protection properties and reset switches must be used instead of extension cords but must not be plugged into each other (they must be plugged directly into a wall outlet). String or theme lighting is prohibited unless there are three wires (one wire is a ground) and the strand is plugged directly into a wall outlet. Plugging into another set of lights is prohibited.

The use of cooking appliances (toaster ovens, hot plates, electric frying pans and electric grills, such as the George Foreman grill) in student bedrooms is prohibited. Underwriter's Laboratory-approved sealed-unit coffee makers are permitted if used on a non combustible surface. Cooking is permitted only in designated residence hall areas and in apartment facilities.

Refrigerators may not be stored in closets or other areas not providing adequate ventilation. Multi-plug power strips with over current and surge-protection properties and reset switches must be used instead of extension cords, but must not be plugged into each other (must be plugged directly into a wall outlet). Laundry facilities must be cared for properly. Lint must be removed after each dryer cycle, and clothes and lint that fall behind the dryer must be removed to reduce fire hazards.

If a resident determines that he/she requires a battery for his/her smoke detector, replacement nine-volt batteries will be installed by maintenance upon submitting a residence hall work order form, which can be filled out online at www.housing.vcu.edu. Items cannot be stored closer than 18 inches below sprinkler heads and ceiling.

If prohibited items are found in the residence halls the residents assigned to that particular apartment, suite or room will be billed at least \$25 per person per item as possession of these items in the residence halls are violations of the Virginia Statewide Fire prevention Code.

12. Fire-Safety Equipment

Tampering with or misuse of fire safety equipment is a violation of state and federal law and is prohibited in the residence halls. Fire-safety equipment includes, but is not limited to, alarms, extinguishers, signage, smoke detectors, heat sensors, door closures and sprinklers. Violation of the fire-safety equipment policy may result in contract cancellation from the residence halls and action through the University's Rules and Procedures.

13. Guest Policy

The residence-hall community requires that resident students have responsibility to other residents. As such, residents are responsible at all times for the behavior of guests and guests' adherence with all residence hall and university policies. Only residents and their guests are permitted in the residence halls. A guest is defined as any person who is not assigned by the department to live in that room or apartment, even if that person is a VCU student. Residents are to accompany their guests at all times while guests are in the building. Residents must write legibly and follow stated instructions when signing guests in and out of the halls. The definition of a host will not be limited solely to the individual who signed in the guest, but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of the violation.

Resident students must have their roommate's consent to invite a guest into their room or shared living space. The guest must not pose an unreasonable burden or unreasonable infringement on the privacy and privileges of the roommate(s). Residents should make sure their guests are knowledgeable of all university and departmental policies before they are signed into a building. In cases where agreement is not reached regarding guests, the right of the resident to occupy his/her room without the presence of an overnight visitor has priority over guest privileges. Generally, an overnight visit is defined as a stay of six or more consecutive hours, which includes any of the hours between 11 p.m. and 8 a.m. However, these and other visits not meeting these criteria may also be considered overnight.

Overnight guests may not remain longer than three consecutive nights, not to exceed six total nights, in one calendar month. Residents of GRC, Cabaniss Hall, Low Rises, Johnson Hall, Rhoads Hall, Brandt Hall and West Grace Student Housing may have up to two guests signed in at one time. Residents of Ackell Residence Center, Broad and Belvidere Apartments, and Cary and Belvidere Apartments may have up to three guests signed in at one time.

Guests will be expected to register at the security desk during visits. Guests must have a valid, current photo ID to register. The use of fraudulent guest identification will result in the guest being banned from VCU's residence halls and judicial action against the resident. Identification will not be accepted if it is cracked, bent or expired.

Residents are to accompany their guests while they are in the building. Residents may not leave the building for any reason without signing out their guests. Residential Life & Housing and security staff will monitor guest visitation so as to maintain safety and security in the facilities. Guests and residents who attempt to circumvent the guest policy or the spirit of such in any way will be subject to disciplinary action. A person may not be an overnight guest of more than one resident per two-week period. Guests who become disruptive or who violate policy during their stays will be asked to leave immediately and may not be signed back in until a meeting has been completed with the host and a designated departmental member. Guests under the age of 18 must receive special permission from the department.

There may be certain times of the year, such as breaks, final exams, emergencies, when the guest policy may be revised.

14. Gatherings/Parties

Each residence-hall area has specific guidelines regarding gatherings and parties within student rooms and common areas. All residence halls must comply with state and federal laws. The number of guests is limited according to fire code regulations. Residents should contact their RA/CA/GRD/CRE for specific guidelines and responsibilities before planning any event.

15. Harassment, Intimidation, Threats, Assault or Use of Force

Residential Life & Housing prohibits any person, either singly or in concert with others, from willfully causing injury to another, willfully threatening the well-being of another, verbally abusing others and/or intimidating others (including university officials and student staff acting in accordance with their duties) regardless of who initiates these actions. This includes all threats in person, nuisance and/or prank calls, via white boards, via third party, via telephone, letters, emails, instant messages, text, Twitter, Facebook or any other means. This includes any action that may fall under VCU's Student Sexual Misconduct policy.

16. Identification Checks & Building Entry

University IDs must be presented when entering any of the university residence-halls. University ID cards must be carried at all times and must be presented when requested by any university official (including graduate resident directors, CAs, RAs and security guards). Failure to produce proper identification upon request will be considered a violation of the failure to comply policy. The loaning of VCUCards is strictly prohibited. Entry and exit must occur through designated doors.

Residents who do not have possession of their VCU ID upon entry of the building will be issued a temporary pass. Residents will be permitted two temporary passes per semester at no initial charge. However, upon receipt of the third temporary pass, residents will be charged and for each subsequent pass that is issued. Residents are not permitted to be registered as guests into their own building. Residents should take immediate action to recover their VCU ID.

It is a violation of policy to prop external doors with any item.



17. Keys

Residence-hall keys are the sole property of Virginia Commonwealth University and may not be duplicated under any circumstances. Possession of residence-hall keys is limited to students with valid housing contracts. Residents who lose keys should report this loss immediately to his or her area office and may be charged a fee of at least \$65 for a lock change and new key.

18. Knowingly Present

In cases where specific behavior is not identified, residents and guests are expected to conduct themselves with courtesy and respect to individuals and the community. Students also are responsible for notifying the proper authorities if they observe or have knowledge of other students violating these expectations and regulations. Students may not passively remain in the presence of policy violations.

19. Lock Outs

Students who are locked out of their rooms may be assisted by staff to gain entrance. Students should contact the security desk or the RA/CA on call for assistance. Students may be billed for this service.

In addition, student disciplinary action may be taken against students who habitually abuse this service.

20. Lofts & Bunk Beds

Lofts and beds not provided by the university are prohibited.

21. Missing Students

Students deemed to be missing (e.g., not seen in the residence hall) by the residence-hall staff will be reported to the CRE or GRD. Every attempt will be made to contact the student to ensure his/her well-being. This may include contacting roommates, hallmates, professors and the VCU Police. Parents/guardians also may be contacted.

22. Non-Registered Students

Assignment priority within residence halls is reserved for full-time students. Residence-hall housing is assigned to full-time students taking at least 12 or more credit hours. After all full-time students have been accommodated; housing is assigned to part-time students taking nine credit hours. Students taking less than nine credit hours will need special permission to live in university housing.

Students living in the residence halls must be registered currently while living on campus, carry a designated credit load, and make progress towards and academic degree. If a student is no longer registered or is academically separated, he or she may not live on campus.



23. Pets

Pets and other animals are not permitted in residence halls, with the exception of fish and registered service animals. Utilization of guide or service animals is allowed to assist the resident and one 10-gallon tank with fish is permitted per bedroom. Proof of required vaccinations for guide/service animals must be given to Residential Life & Housing area staff. Service animals in residence should be kept clean, groomed and restrained at all times.

24. Quiet Hours

Excessive noise in and around residence-hall areas is prohibited. Quiet hours are generally 9 p.m.-8 a.m. Sunday through Thursday and 11 p.m.-8 a.m. Friday and Saturday. Sounds are not to be heard outside rooms during these hours. Each floor or area may vote to extend these hours. At all times, "courtesy hours"

are in effect and residents should comply with requests from other residents and/or staff members to lower their volume. Residents are responsible for ensuring that their behavior does not violate another's right to sleep or study. Quiet hours may be extended by hall staff before and during examination periods and/or as necessary. Musical instruments and amplifiers are not to be played in the residence halls.

25. Room Changes

Requests for room changes may be made approximately three weeks following the term's start. Please refer to the housing contract for more information on changes in occupancy or rates. Residents wishing to make a room or hall change must first contact their RA/CA to discuss their living situation. During this meeting an attempt will be made to discuss all problems that relate to the room change request. Residents are encouraged to resolve conflicts and to learn from the different lifestyles and living habits of others. Students also are encouraged to have discussions as soon as possible with their roommates concerning lifestyle and living habits.

Residents should complete a living agreement upon moving in. If alternatives to roommate problems cannot be reached, the RA will refer the resident to the graduate resident director to assist in and explain the room change process. Room changes are based upon current availability and assessed need. Residents requesting a room change should be prepared to be flexible about room location and style.

Residential Life & Housing reserves the right to move a resident to another space on campus to accommodate maintenance emergencies or if deemed to be in the best interest of the residential community.

26. Roommate, Suitemate, Apartmentmate Vacancy

Residents with vacancies in their room, suite or apartment are prohibited from moving into the vacant space. Vacant spaces may be allocated to new residents at any time. Residents should make every effort to keep the space neat, clean and orderly. Roommate/apartment-mate spaces may be randomly inspected by the area housing manager or RA/CA to ensure the room is prepared for a new resident. If vacant areas in a room, and or common areas in a suite or apartment, are not move-in ready for new residents, disciplinary action may be taken and each resident of the assigned area may be billed at least \$50 for housekeeping staff to clean the area.

Intentional deterrence of new roommates, suitemates and apartmentmates by any means is not permitted. Residents who engage in this practice could face disciplinary action including but not limited to administrative relocation and/or loss of housing privileges.

27. Smoking

Smoking is prohibited in any residence-hall bedroom, common area, hallway, stairwell, outdoor walkway, balcony, courtyard or within 25 feet of any hall

entrance. This includes any non-tobacco and aromatic smoking products, including clove cigarettes, herbal cigarettes, bidis, etc.

28. Solicitation

For residents' protection from fraudulent sales and annoyance, door-to-door solicitation is prohibited in the residence areas. In public areas, registered student groups may reserve space through the CRE for sales or events at least three days prior to such events. All student groups must follow area regulations for space usage. Residents may sell products or services from their rooms only with the permission of the CRE and their roommates. Student Government Association candidates may solicit votes only if they receive prior approval from student activities and the director of Residential Life & Housing or designee.

29. Sports Activities

Athletic activities are prohibited in and around residence halls, including courtyard areas. Propelling objects including, but not limited to, footballs, softballs, baseballs, Frisbees and snowballs in and around residence halls and courtyards is prohibited. Additionally, throwing objects at cars (including snowballs) is a violation of residence-hall policy and state law.

Residence hall policies also prohibit water guns, pools, hot tubs, water balloons, pistols or tanks. Skateboarding, bicycling, roller skating and rollerblading are prohibited in residence hall lobbies, rooms, lounges, public areas, patios, hallways, courtyards and other designated areas.

30. Student Eviction

A student withdrawn from VCU, whose enrollment at VCU is terminated for any reason, or who is suspended from the residence halls must vacate at the time specified by the director of Residential Life & Housing, associate director of residence education, associate director of administration or a designee of any of the above. In the event the student cannot vacate his/her room in the allotted time, every attempt to work with the student will be made. In extreme cases the lock will be changed and the student's belongings removed. The VCU Police may be involved in such instances.

31. Theft

Theft and/or possession of stolen property is a violation of state law and prohibited by residence-hall policy. Students are encouraged to report any thefts to the VCU Police. The RA should be notified so that the student may complete and submit a theft report to the CRE. Residents are reminded to keep their doors locked at all times.

32. Unauthorized Areas

Students are not permitted in unauthorized areas including, but not limited to, maintenance rooms, boiler rooms, mechanical rooms, elevator rooms/shafts, roofs, balconies, ledges and storage rooms/areas.

33. Unhealthy/Unsafe Conditions

Living conditions that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms or apartments, hallways, lounges, bathrooms and lobby areas, including proper garbage/trash disposal and securing of cable, telephone and electrical wiring. Residential Life & Housing staff reserves the right to inspect rooms to ensure that residents comply with health and safety regulations.

The university has eminent domain and can enter any room if necessary. Upon vacating a room or apartment, the resident must ensure that the space is clean and in condition for the next student to occupy. Violation of this policy may result in a fine of at least \$50 per person and possible judicial action, including contract cancellation. Residents may be billed for cleaning charges (see Excessive Housekeeping on page 29).



34. Vandalism, Damage and/or Destruction of Property

Vandalism and destruction of university or residence-hall property, or the destruction of personal property of others is prohibited. Students found in violation of this policy may have to make restitution to the appropriate parties in addition to other student judicial sanctions. Graffiti, likewise, is prohibited and will be considered vandalism and referred to the VCU Police and Office of Judicial Affairs and Academic Integrity for action through University Rules and Procedures. Residents should be aware that they may be billed either individually or as a group for excessive damage to their living and/or common space. Please see the "Damage Assessment" section for more information.

35. Weapons

The use or possession of fireworks, firearms, or other dangerous weapons or material is prohibited. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, air, paintballs or shot regardless of propellant used. Firearms, other weapons or explosives are not allowed on university property (including residence halls) regardless of whether a license to possess the same has been issued. Prohibited weapons include, but are not limited to, knives, razors, metal knuckles, blackjacks, hatchets, bows, arrows, nunchakus, foils or any explosive or incendiary device.

Items used for a class which can be considered a weapon are not allowed within the residence halls.

36. Windows/Balconies/Ledges/Stairwells

Throwing objects and pouring liquids from windows is prohibited and grounds for contract cancellation from the residence halls. Residents of a room from which objects are thrown will be held responsible for this conduct and subject to arrest by the VCU Police. Objects may not be placed on window sills as they may fall out or be knocked out accidentally, causing harm and/or damage to persons or property. Sitting on window ledges and leaning out of windows are violations of state and campus fire safety regulations and is prohibited. If window screens are found damaged the residents of the room will be billed for the repair. Entering or exiting through a window is expressly prohibited.

Holiday/Break Residence Hall Closing



Gladding Residence Center Phases II and III, West Grace Student Housing, Brandt Hall, Rhoads Hall, Gladding Residence Center Phases II and III, The Honors College, Brandt Hall, Rhoads Hall, Johnson Hall and Cabaniss Hall close during the Thanksgiving holiday and winter and spring term breaks. All other residence halls remain open. Dining services and other services may not be in regular operation during term breaks and holidays

Thanksgiving Holiday: Residence halls close on Wednesday, Nov. 23, 2011 at 2 p.m. and reopen on Sunday, Nov. 27, 2011 at 9 a.m.

Winter Holiday: Residence halls close on Wednesday, Dec. 21, 2011, at 10 a.m. and open for new students on Tuesday, Jan. 10, 2012, at 9 a.m.; reopen for returning students on Sunday, Jan. 15, 2012, at 9 a.m.

Spring Break: Residence halls close on Saturday, March 10, 2012, at 10 a.m. and reopen on Sunday, March 18, 2012, at 9 a.m.

May Closing for the Summer:

All residents must vacate their residence halls no later than 24 hours after their last final exam as stated in their housing contract. The residence halls close officially at 10 a.m., Saturday, May 12, 2012.

For each closing, residents should turn off all lights and close all windows, unplug appliances, and remove perishable food and trash from the room. Resident Assistants will enter each room during each closing for

Health & Safety checks. Each closing will be strictly enforced by residence-hall staff. No residents may return early from any breaks without prior written permission from the department. Residents may be charged a fine if they leave after the closing times or return before the opening times indicated.

Moving Out

Gladding Residence Center, The Honors College, Brandt, Rhoads, Johnson, and Cabaniss Halls, and the Low Rises all close for the summer at the end of final exams. All residents are required to vacate their residence halls no later than 24 hours after their last final exam. Ackell Residence Center, Broad & Belvidere Student Apartments, and Cary & Belvidere Student Apartments residents should view their contracts to verify contract end dates. Failure to vacate the residence halls at the proper time may result in additional charges.

Residents should make an appointment to meet with staff in their residence hall prior to moving out to check the Room Condition Report. The staff member will tell the resident where to turn in their keys in order to avoid lock change charges. If residents are unable to make an appointment with their RA, Express Checkout is another option for moving out at the proper time. By using this option, residents agree to be responsible for any missing items, damages or necessary cleaning, and understand that they will not be able to contest the associated charges at a later date. See the Excessive Housekeeping and Damage Assessment sections for additional information.

Additional information regarding proper move out procedures will be sent to all residents prior to closing and contract end dates.

Contract Termination

A student whose contract is terminated for any reason—including violation of the terms and conditions of the housing contract, disciplinary reasons or reasons deemed sufficient by the department—must check out properly and vacate the residence hall within 24-48 hours of contract term. Refunds will not be issued when a contract is terminated. Questions concerning contract termination should be directed to the department. Only the Department of Residential Life & Housing may cancel a housing contract. Requesting that a contract be canceled does not guarantee that action.

Damage Assessments

Residents are responsible for any and all damage to their assigned room, apartment or suite and will be assessed by the university for the cost of the repair or replacement. Damage to common living areas, such as hallways, lounges and bathrooms, will be divided equally among the residents assigned to that living area unless the individual responsible for the damage can be identified. Students should fill out a room condition

report in cooperation with their RA/CA upon check-in. Any damage or needed repairs should be indicated on the form to avoid a charge when checking out.

Furniture Storage

Due to a shortage of storage space, extra furniture will not be removed from double rooms converted to single occupancy or triple rooms converted to double occupancy. The university does not provide storage for personal property or university property removed from rooms. Any property left behind after a student moves or checks out will be assessed a daily storage charge and/or have the furniture disposed of at the university's discretion. Students may be billed for furniture missing from their room after they move or check out and for items that need to be moved and disposed of.

Housing Contracts

The housing contract is a binding contract for the full academic year (fall and spring terms). Leases at the Ackell Residence Center, Cary and Belvidere Apartments and Broad and Belvidere Apartments are for 12 months; Brandt Hall, Cabaniss Hall, Gladding Residence Center, Johnson Hall, the MCV Campus Low Rise Halls, Rhoads Hall and West Grace Street Student Housing are all nine-month facilities. Students who move in for the spring semester are only obligated for the spring semester. Housing charges are assessed by Residential Life & Housing.

Please refer to the details of your current contract with Residential Life & Housing via the Terms and Conditions listed on the RLH website at www.housing.vcu.edu.



Mail

The USPS delivers mail in bulk to either residence halls or to VCU Mail Services who then, in turn, deliver to the residence halls. Residential Life & Housing staff members place letters and package notification slips into individual mailboxes. No mail is delivered to the halls on weekends or university holidays.

Students who are moving and wish to have their first-class mail forwarded must leave a VCU forwarding order with the front desk of the residence hall in which they live. Mail will be forwarded for a 60-day period, beginning on the student's separation date. Students who have special orders, such as medicines and perishable items, mailed to them should alert the department.

Maintenance Requests

Requests for maintenance service can be completed at www.housing.vcu.edu. Charges for maintenance and repairs determined to be beyond normal wear and tear may be billed to the student.

Except in the case of emergencies, the problem should be addressed within 48 business-hours. Some repairs may be delayed if the housing maintenance staff needs to order parts or use a repair service from outside the university. After completion, an email will be sent to the resident as confirmation.

During week-day working hours, when a repair is needed immediately to protect the safety of students or the facility, please place an online maintenance request at www.housing.vcu.edu or contact your area office for immediate assistance. After hours and on weekends, report any emergencies to the on-call RA or the security desk.

Pest Control Service

If a resident notices pests of any kind in his/her room or anywhere in the residence hall, he/she should report the problem immediately by completing an online work order at www.housing.vcu.edu. After completion, an email will be sent to the resident as confirmation.

Typically, the pest-control contractor will respond within two-business days of notification of the problem. Students are encouraged to keep food in sealed containers and empty trash regularly to prevent pest problems.

Processing Residence Hall Assignments for Returning Students

In the spring, students currently living in VCU residence halls participate in a room sign up process for the subsequent academic year. Students who do not receive a residence-hall assignment at that time may participate in the ongoing room sign up process. On-campus housing is not automatically guaranteed for returning resident students. Students who do not meet the eligibility requirements for returning resident students, including remaining in good standing, will not retain priority assignment.

Property Insurance

The university is not responsible for personal property that is lost, stolen or damaged at any time. This includes property left when the student enters or vacates the residence hall. Students are encouraged to carry personal renter's insurance for their property or have coverage through their parent's homeowners insurance.

Release of Information

Students living in the residence halls are presumed to be dependent students. The residence-hall staff will, at its discretion, contact dependent students' parents or guardians in circumstances involving serious accident, illness or other emergency or crisis situation.

Residence-Hall Technical Support

Access to computer systems and networks owned or operated by Virginia Commonwealth University and the Department of Residential Life & Housing imposes certain responsibilities and obligations and is granted subject to the computer and network resources use policy, other university policies, and local, state and federal laws. The following guidelines and acceptable use of resources indicate what is expected as responsible behavior by those given access to the computing facilities.

Students living in the residence halls may request technical support from Student Affairs and Enrollment Services' Technology Support Services. Students will receive support and assistance with the following:

- Network card installation.
- In-room computer support (resident halls only).
- Drop-off and pick-up (also available for off campus).
- Network connectivity issues.
- Basic troubleshooting.
- Virus and spy ware removal.

See page 19 for more information about VCU Technology Services.

Room-Change Procedures

Residents wishing to make a room or hall change must follow proper procedure by contacting their appropriate staff person. Room changes must be accompanied by a new contract issued by the Residential Life & Housing office. Unauthorized room and hall changes are prohibited.

Space Consolidation

The university reserves the right to change any room assignment or rate. The Department of Residential Life & Housing reserves the right to reassign a student in the event a room or apartment is not filled to capacity. A student living in such a room or apartment may be offered the option of remaining in the room or apartment for an additional charge. The university reserves the right to assign a student into a vacant space at any time, unless the student residing in the room has contracted and paid for a single room.

Telephone Service

Landlines will be available on each floor, but not in each room.

Withdrawals

Any student who withdraws from the university for any reason automatically terminates his or her housing contract and must check out and vacate the residence hall within 24 hours of the withdrawal date. Extensions must be approved by the department.

Residence Hall Mail Addresses



Monroe Park Campus

(Room No.) Ackell Residence Center
1100 W. Broad St.
Richmond, VA 23220-3800

(Room No.) Brandt Hall
710 W. Franklin St.
Richmond, VA 23220-4101

(Room No.) Broad & Belvidere Apartments
700 W. Broad St.
Richmond, VA 23220-3805

(Room No.) Cary & Belvidere Residential College
301 W. Cary St.
Richmond, VA 23220

(Room No.) Gladding Residence Center
711 W. Main St.
Richmond, VA 23220-5500

(Room No.) Johnson Hall
801 W. Franklin St.
Richmond, VA 23220-4103

(Room No.) Rhoads Hall
710 W. Franklin St.
Richmond, VA 23220-4101

(Room No.) West Grace Student Housing
701 W. Grace St.
Richmond, VA 23220-4191

MCV Campus

(Room No.) Bear Hall
600 N. 10th St.
Richmond, VA 23298-7000

(Room No.) Cabaniss Hall
615 N. 8th St.
Richmond, VA 23298-8000

(Room No.) McRae Hall
600 N. 10th St.
Richmond, VA 23298-7000

(Room No.) Rudd Hall
600 N. 10th St.
Richmond, VA 23298-7000

(Room No.) Warner Hall
600 N. 10th St.
Richmond, VA 23298-7000



Residence Halls Do's and Don'ts

For more information about these tips and other things to remember, please refer to the Residence Hall Policies and General Information section on pages 26 and 28.

DO...



...Talk to your roommate/apartmentmate.

Communication is key to make any living situation successful. Fill out a living agreement and take it seriously. Some people find it easier to stick to "formal" agreements so it's important to seriously communicate concerns and show respect for what the other person wants/needs.

...Take your VCUCard with you. Residents without a VCUCard will be issued a temporary pass which can lead to your having to pay \$30 and above! For specifics about charges, see Identification Checks and Building Entry in the Residence Hall Policies section on page 31.

...Make sure that you know the rules well (and your guests even better) BEFORE you invite them over. Imagine inviting people over only to find out at the front desk that you can't sign them all in! There are several guidelines for inviting guests up including limits on the number of guests one can have in his/her room, type of ID the guest must have and guest behavior. Remember, you'll be held accountable for anything your guest does so keep yourself covered.

...Lock your door. Seems like a no-brainer but it's pretty easy to forget! While we'd like to trust everybody who walks by, life has shown us it's just not that simple. Lock up your valuables every time you leave. You (and your living companions) will be happy that you did!

...Get renter's insurance if your parents don't have homeowner's insurance! The university is not responsible for personal property that is lost, stolen or damaged at any time. You've probably got a lot of valuable stuff in your room so make sure that if anything happens, you're covered!

...Get involved in your residence hall. Whether it's a leadership position on your hall council or area coalition, or just general attendance at events happening in your residence hall, getting involved is a great way to maximize your living experience and meet new people. Talk to your RA/CA about more ways to get yourself out there!

...Participate in the conflict-resolution process. Working through problems can be a challenge but it's even more challenging when you're unwilling to participate fully. Involve the housing office to help you to work through the conflict and find a solution you can live with.

...Be up front with your parents if you're going to involve them. Tell them the truth. Don't tell them that you've contacted your RA if you haven't or that you've talked to your roommate specifically about your concerns if you haven't done so. They want you to have a good living situation too and want to help you resolve the situation in an honest and up-front way.

...Know your resources. There's a resident/community assistant (RA/CA) on your floor or close to your apartment who's there to assist you and a graduate resident director (GRD) who lives in the building to assist, too. You also have a professionally trained coordinator of residence (CRE) and housing manager (HM) for your living area who can help, so there are plenty of resources!

DON'T...

...Get charged for damage that you didn't create! It pays to keep a watchful eye on your floor and in your area. If vandalism and damage occurs and the culprit can't be identified, every resident of that floor/area could get billed for it. Do your part to make sure you don't have to pay for something you didn't do! Don't think twice about reporting someone who damages the property on your floor/area.

...Assume that you can cancel your housing contract. The contract you sign with Residential Life & Housing is just like a lease for an apartment you might have off campus. The dates as well as terms and conditions are binding. Be sure you understand it. You can find more information about the terms and conditions of your housing contract at www.housing.vcu.edu.

...Take over the room if your roommate moves out – or be uninviting to a new roommate. Vacant spaces in rooms may be allocated to new residents at any time, so make every effort to keep the space neat, clean and orderly. You should also make sure you're ready to get a new roommate if necessary, too. Keeping a welcoming attitude can make a challenging situation so much easier for you and your new roomie. If vacant areas are not move-in ready for new residents, disciplinary action may be taken and your housing contract could be reviewed!

...Get hung up on "winning" if you're having a conflict in your room or apartment. Being right feels great but the goal is to reach a compromise. Odds are, if you're feeling tension about something then so is your roommate...and you both think you're "right." Take some time to listen to him/her and then reflect on how to make things better for both of you. It will make compromising much easier. Remember: If you feel like your conflict is too big to resolve, you can always request a move (for yourself, not your living-mate). Consider all of your options and make a decision that's best for you.

...Expect your parents to solve the problem for you. You're the student and we're here to work with you. Your RA/CA, GRD and CRE will ultimately need to talk to you if there's a problem. Definitely use your parents as a resource, but we expect you to work with us to help resolve your situation.

...Assume that if you request a move, you'll get exactly what you want. If there are available spaces and you feel like the mediation hasn't resolved things enough, then you can request to move to a more suitable situation. Keep in mind that the ability to do this depends on availability; you may have to be flexible about the location and room style!

Neighborhoods Bordering VCU



Student's lifestyles are as diverse as the neighborhoods that surround the school. Each of the following neighborhoods has a high portion of students, but also a unique history and a strong neighborhood association. Students living in Richmond are encouraged to take three simple steps to insure their safety, get the most from their experience, and represent VCU to the city at large.

- 1. MEET YOUR NEIGHBORS.** After moving, take the time to knock on the door and give them something with your name and cell phone number. Ask if you can have their contact information. Many of the neighbors in Carver, Randolph, Jackson Ward and Oregon Hill are elderly and can keep a close eye on your property while you are at work or school. The Fan is full of families with children and a lucrative house-sitting or babysitting jobs could develop. Even in mostly student-occupied apartment buildings, knowing your neighbor could mean borrowing a cup of sugar, or saving someone's life! Remember, a neighbor who knows you is more likely to call you when they have an issue before they call the police.
- 2. RESEARCH, STUDY & KNOW YOUR NEIGHBORHOOD.** Just like Ram pride there is neighborhood pride and with a little Googling and some walkabouts, you may just fall in love with where you are living. Richmond-neighborhood history combined with 40 years of VCU student diversity has led to some exciting and unique living experiences where multigenerational residents work side by side with students to care for and advance their city.
- 3. GET INVOLVED WITH YOUR CAPITAL CITY.** Richmond offers an array of events that are not hosted by VCU. Frequent locally owned restaurants and businesses to keep jobs and money in the Richmond community. Attend the dozens of festivals hosted in the city every year and volunteer, or join your neighborhood association to get to know permanent residents.

Here is a glimpse of the most common neighborhoods, occupied by students. For more details about the lifestyle, histories, and concerns of these areas, see their descriptions on the Off-Campus Student Services website for housing tips at www.usca.vcu.edu/housing_info.html.

NEIGHBORHOODS ADJACENT TO VCU'S CAMPUSES

The Fan: Located immediately west of the Monroe Park Campus, the Fan is served by three east/west bus corridors including the To The Bottom and Back (2BNB) bus line. It is easy to ride a bike or walk from just about anywhere in this neighborhood. Street parking throughout most of the neighborhood requires a special permit for residents only.

Oregon Hill: Located immediately south of the Monroe Park Campus, all of Oregon Hill is walking distance (less than 10 blocks) from campus. Street parking is free but frequently full.

Carver: Located along the north boundary of the Monroe Park Campus, Carver is walking distance to Monroe Park Campus. Some areas are dilapidated, but most of Carver is

within the VCU Police jurisdiction, allowing students to use the Campus Escort service for late-night returns. Street parking requires a special permit for residents only.

Jackson Ward: Located northeast of Monroe Park Campus and immediately west of MCV Campus, its strategic location between the campuses allows students to walk and bike, but also use the Campus Connector, Escort Service, and city buses to get to and from either campus. Street parking is limited to one or two hour parking in most of the area during business hours.

Downtown/Linden Row/Monroe Ward: This area is sandwiched between VCU's two campuses, runs parallel to Jackson Ward on the south side and goes from Monroe Park Campus to Capital Square. It includes smaller areas like the Monroe Ward and Linden Row districts. It is an easy walk—less than 10 blocks to either campus—and is served by the VCU Escort Service when the Campus Connector is not running. Street parking is limited to one or two hour parking in most of the area during business hours.

OTHER NEIGHBORHOODS AROUND VCU

Museum District: Located west of the Boulevard and the Fan, this district is served by the same bus lines as the Fan. The Museum District is a 30 minute walk, or 10-minute bike ride to the Monroe Park Campus. The Carytown shopping-district and three first-rate museums are also a short walk. Street parking is easy and available.

Randolph: This neighborhood is just west of Oregon Hill and runs parallel to the Fan. A slightly harder walk through some depressed areas in the back, it's a relatively safe and short bike ride (five minutes) to Monroe Park Campus. Street parking is easy and available.

Church Hill/Union Hill: Church Hill and Union Hill are located east of the Medical Campus and overlook downtown and the River District. Bike riding is tough on the 11-block uphill grade. Students can walk or use the parking-lot connectors to get to the MCV Campus where they can catch the Campus Connector to the Monroe Park Campus. Two bus lines also run through Church Hill and pass by both campuses. Street parking is easy and available.

Shockoe Bottom/River District: This area of Richmond borders the river-front and lies directly south of the MCV Campus and east of the Monroe Park Campus. All of "The Bottom" is served by the Main Street bus line and is an easy commute to either campus. It is however, an uphill climb by bike. Street parking is free but frequently full.

Manchester: South of both campuses, this neighborhood is just across the Mayo Bridge at 14th street from the River District. Although it's a tough walk, it's a semi-easy bike ride to both campuses and is on two bus routes. Street parking is easy and available.

.....



Never leave valuables visible in your car.

At Home on Campus



If you are a commuter, the USC&A Information Centers and Off-Campus Student Services offer a number of options to make your time on campus comfortable.

Put **828-1981** (USC&A Information Services) in your cell phone for easy hassle-free answers to questions and transfers to any other number.

Daily Lockers: Available in the lobby adjacent to Off-Campus Student Services in the University Student Commons. These lockers are meant as a temporary way to store books and other belongings you don't want to carry with you all day. Lockers cost a quarter per use. Materials routinely left overnight will be collected on a weekly basis.

Rental Lockers: Are also in the lobby adjacent to Off-Campus Student Services, they are available to rent by the semester. For more information, call 828-7205.

Microwave: Microwaves are available in the Common Ground commuter lounge located in the Lower Level of the University Student Commons and in the Hideaway Café located at Hunton Student Center.

Car Booster Pack: Jump-start a car with a dead battery without the use of another car. Available for checkout with a VCU ID at the Information Centers.

Off-Campus Support

Off-Campus Student Services

www.usca.vcu.edu/offcampus

828-7205 · University Student Commons, room 119



Off-Campus Student Services (OCSS) offers educational programs and one-on-one counseling for any student seeking off-campus housing or dealing with a problem directly related to their off-campus housing situation. Housing assistance includes help in understanding the renting and apartment-search processes, plus history, values and drawbacks of local neighborhoods, roommate advice, problem solving and more. What OCSS does *not* do is locate your housing or endorse private property but does provide a listing service for private property owners to help students with more efficient and thorough searching. Students can also find roommates, sublet their apartments, sell furniture or look for rides on the same site. For more help, call or stop by the Off-Campus Student Services Office in the Commons. To view the housing database and for more information, see the website listed above.

OCSS also has an off-campus-housing bulletin board. Be sure to check it regularly. Touring nearby neighborhoods and reading the newspaper classifieds are other methods of finding housing. Style Weekly and the Richmond Times-Dispatch also place their classifieds online.

- **VCU OCSS:** www.usca.vcu.edu/offcampus/housing
- **Style Weekly:** www.styleweekly.com
- **Richmond.com:** www.richmond.com
- **Richmond-Times Dispatch:** www.inrich.com
- **RentNet:** www.rentnet.com
- **Apartment Source:** www.apartmentsource.com
- **Apartment Guide:** www.apartmentguide.com

Finding Housing



On-Campus Support Incoming Freshmen

Incoming freshmen are assigned housing in one of VCU's freshman residence halls. Students can apply online for housing via the Residential Gateway. See www.housing.vcu.edu for more information.

Students must receive an acceptance letter to VCU before applying for housing. Students need their VCU student number to complete the housing application, which they should have received when accepted to VCU. For more information, see www.housing.vcu.edu.

Housing Lottery

The lottery allows some students to reserve rooms with others. To participate, individuals or roommate groups must be living in a VCU residence hall. Each roommate group will be allowed to sign up during the allotted time period of the member with the lowest lottery number. The group member whose lottery number is being used must be present. One group member may sign up for the whole group by bringing in signed contracts of all members. For more, see www.housing.vcu.edu.

Maps

Monroe Park, MCV Campus and Richmond area-maps are available from the Information Centers and Off-Campus Student Services. Bus-route maps are available at Off-Campus Student Services, www.ridegrtc.com or see page 7.

Bicycle Support:

Check out a lock or borrow a lock at either Information Center by leaving your VCU ID. Register your bike by locking it up outside the University Student Commons and coming to Off-Campus Student Services in room 119 for assistance. See page 13 for more information about bicycles.



Important Phone Numbers for Off-Campus Students



Put 828-1981 in your cell phone for easy hassle-free answers to questions and transfers to any university number.

Off-Campus Student Services • 828-7205

Amtrak • (800) USA-RAIL

Airport, Richmond International • 226-3000

Greyhound Bus Service • 254-5910

GRTC (Greater Richmond Transit Company)
358-4782

H.O.M.E (Housing Opportunities Made Equal)
354-0641

Legal Aid Society • 648-1012

RideFinders (carpool and vanpool
information) • 643-7433

Towed Car Information • 233-5757

Richmond City Services Guide
www.ci.richmond.va.us • 646-7000

Transportation



For more information, please see page 11.

Student Media

www.vcstudentmedia.com
827-1058 • 817 W. Broad St.

VCU Student Media is home to the university's recognized independent student media. Student Media is part of the Division of Student Affairs and Enrollment Services. Participation is open to students of all majors and interests. For more information see www.vcstudentmedia.com, stop by the VCU Student Media Center at 817 W. Broad St., or contact Director of Student Media Greg Weatherford at gweatherfor@vcu.edu.

Amendment is an on-campus student organization whose annual journal promotes discussion on the topics of equality, tolerance, as well as other social issues concerning gender roles. Members of Amendment and its journal consist of individuals from varying backgrounds, including racial and ethnic groups, socioeconomic status, religions and/or spiritual beliefs, sexual preferences and gender identities.

the ct **The Commonwealth Times** since 1969 has been the independent student press of Virginia Commonwealth University, offering a lively mix of news, arts, culture, sports and opinion on the Monroe Park and MCV campuses. The CT publishes twice a week when classes are in session.

Ink is VCU's award-winning alternative student magazine of pop culture and campus life. Ink publishes a glossy, full-color magazine four times a school year.

Mesh Media is VCU's student-run multimedia and video outlet that covers sports, music, news and more. More information is available at www.meshrva.com.

Poictesme is VCU's annual journal of literature and fine art. Poictesme's staff includes graduates and undergraduates from various schools and backgrounds.

WVCV is VCU's student-run radio. Stay up to date with the radio station's happenings on the radio blog or listen to the station at www.wvcv.org.

Activities & Events



OMSA Cultural Programs

www.omsa.vcu.edu

828-6672 • University Student Commons, suite 215

The Office of Multicultural Student Affairs (OMSA) provides cultural programs, discussion groups and more. They work to strengthen the university's sense of community through cultural appreciation.

Programs

- Intercultural Festival.
- Mosaic Week.
- Discussion groups.
- Diversity Film Series.
- Monthly cultural celebrations and many more.

For more information, see page 46.

The 2012 Intercultural Festival (ICF)

The ICF, scheduled to take place on Saturday, April 14, 2012, is an annual spring festival that brings together diverse cultural groups to highlight their ethnicity through dance, fashion, foods and cultural displays. The outdoor activity lasts for half a day and is attended by university faculty, administrators, staff, students and people from the surrounding community. For an entire year prior to the event, students work together on an Intercultural Festival Planning Committee that OMSA acts in an advisory capacity.



2012 PACME PROGRAM

The PACME awards, scheduled in the spring semester, honor individuals who have made significant contributions toward enhancing VCU's commitment to diversity. Four separate awards recognize students, faculty, classified and hourly staff and administrators.

Break Point Games Room

www.usca.vcu.edu/student_involvement/breakpoint.html

828-4263 · University Student Commons, room 022



Break Point Games Room is the perfect place to relax between or after classes, or in the evening with a group of friends. Break Point is located on the lower level of the Student Commons and features 10 pool tables, poker tables, board games and more. A VCUCard is required for admittance. Up to two guests are permitted with a valid ID. For more information about the University Student Commons & Activities, see the box to the right.

Event Planning

www.usca.vcu.edu/meetings_events.html

Monroe Park Campus: 828-9502

University Student Commons, room 229

MCV Campus: 826-7620

Larrick Student Center, room 179

Most of the events that occur at VCU are planned and implemented by student organizations. Event Planning staff train and advise student organization sponsors on everything from selection the right space to making sure the smallest details are included to create successful events. To find out more about reserving space and planning events for an organization, please contact the Event Planning staff.

Student Organizations

www.usca.vcu.edu/stu_orgs.html

828-3648 · University Student Commons, room 018

VCU has more than 400 registered student organizations—from a capella ensembles to whitewater rafting. Whether interested in student government, campus programming, fraternity and sorority life, professional organizations, political involvement, recreational or religious activity, community service, or student media, there are other students with similar goals who are anxious for you to join their pursuits.

By being a member of a student organization, you can enrich your education and learning. What may seem like a large and overwhelming institution can be transformed into “home” by the good friends and good times involvement will help create. As a member of an organization, develop new skills and interests, interact with the wider community and enhance your academic program. For more information visit the Student Organizations website or stop by the office in the University Student Commons, room 018.

VCU | USCA

The University Student Commons & Activities

The University Student Commons & Activities (USC&A) Department is a one-stop shop for getting involved in campus life at VCU. If you're looking for something fun to do, USC&A staff can assist. Whether you're interested in attending one of the diverse weekly programs, hanging out at Break Point Games Room, joining a student organization, volunteering, becoming a member of a fraternity or sorority, or connecting with other students in the off-campus community, USC&A can provide guidance. For more information, call the Information Centers at 828-1981, or visit www.usca.vcu.edu.

Need some extra cash? The USC&A also offers various student employment opportunities—check out job descriptions on the website.

USC&A manages the University Student Commons (Monroe Park Campus), Hunton Student Center (MCV Campus), and the meeting space in the Larrick Student Center (MCV Campus). At the University Student Commons you can find meeting rooms and conference amenities, locker rentals, microwaves, Commons Convenience, Park Place Food Court, Break Point Games Room and the Common Ground commuter lounge. Offices located within the Commons include University Career Center, University Counseling Services, Disability Support Services, Office of Multicultural Student Affairs, Office of Judicial Affairs and the USC&A administrative offices. For information on the Break Point Games Room, please see description to the left.

On the MCV Campus, Hunton Student Center is a state-of-the-art student center focused on the professional life of MCV Campus students. Included in Hunton are: reservable group study and conference rooms, Student Learning Center, Hideaway Café, drink and snack machines, microwaves and a TV/billiards lounge. The offices of the Associate Dean of Students and MCV Campus SGA are located in Hunton.

The event and conference area of J.L. Larrick Student Center has a large multipurpose room and meeting rooms for events and programs and houses the USC&A Event Planning Office for the MCV Campus.

Student Programming

www.usca.vcu.edu/programming.html
828-3648 • University Student Commons, room 018

VCU traditions, school spirit, concerts, and great things to do on the weekend are available to students through the USC&A student-programming efforts. It is the USC&A's purpose to plan and implement events for the entire university community on both the Monroe Park and MCV campuses. Major events include Welcome Week, First RAM Friday, the SOVO (Student Organization and Volunteer Opportunities) Fair, Fall Block Step Show, RAM Madness, Family Weekend, Homecoming, STRUT Fashion Show, Intercultural Festival, Relay for Life and the APB Spring Ball and Spring Fest. Other events include craft nights, short courses, Trash-4-Cash yard sale, weekend lecture series and more. In addition to university events, the USC&A staff provides event advising to student organizations as well as co-curricular opportunities for student involvement and overall development. For more information on student programming please call or see the website.

Volunteer Opportunities

www.usca.vcu.edu/volunteer.html
828-3648 • University Student Commons, room 018

Interested in volunteering but don't know where to begin? Whether interested in an ongoing commitment or a one-time opportunity, USC&A Volunteer Opportunities can help. Popular programs include "Into the Street Service Plunge" in September, where 10 teams volunteer at different nonprofit organizations throughout Richmond.

Fraternity & Sorority Life

www.usca.vcu.edu/student_involvement/greek_life.html
828-3648 • University Student Commons, room 014

Fraternity and sorority life is an integral part of the VCU experience. Founded on the principles of scholarship, service, leadership, brotherhood and sisterhood, membership in a fraternity or sorority can help maximize students' VCU experience and provide them with leadership and organizational skills they will use for a lifetime. The fraternity and sorority community

at VCU has enhanced the lives of thousands of men and women over the last 40 years. Membership in one of the more than 35 chapters can help students find a niche at VCU, offer academic assistance and support, encourage them to be active in student organizations and community service, open doors for opportunity, assist them in developing social skills, provide educational awareness about social issues, and give a chance to make friends with similar interests. Information on the individual council and chapters at VCU can be found at www.greeksatvcu.com.



Student Government Associations

Monroe Park Campus SGA

The Monroe Park Campus SGA represents VCU students on the Monroe Park Campus by working with the university to communicate the concerns and issues of the student body. The SGA provides an organized expression of student opinion and makes student involvement a priority, within the university and within governing organizations in the city and state. Every branch of the SGA is run by students both elected and appointed. Student members of the SGA develop leadership, management and program planning skills; they also can develop great relationships with administrators and faculty. The SGA appropriates money from the Student Activity Fee to various student organizations. For more information about the Monroe Park SGA, go to www.vcusga.com or stop by its office, room 228 in the University Student Commons.



Interfaith Campus Ministers

Religion & Faith • www.icma.vcu.edu

The Richmond community offers many opportunities to follow your religious beliefs or to learn about those of others. You may want to ask someone who follows that faith, or consult area phone listings for information.

Another good source is the Interfaith Campus Ministers Association, an affiliate of VCU. It's an interfaith, nonprofit coalition of religious leaders who work to coordinate religious services and activities, sponsor religious and educational programs and foster support among campus ministries.

MCV Campus SGA

The MCV Campus SGA hosts several MCV Campus traditions including the MCV Campus Winter Ball, the MCV Campus SGA Health Fair, the Back-to-School and End-of-the-Year socials, the MCV Campus team in the Monument 10k, and the MCV Campus Halloween Party. Students interested in participating in the SGA should attend a general-body meeting or attend any program hosted by MCV Campus SGA members. More information and a calendar of events can be found at www.mcvcampusssa.com.

The Outdoor Adventure Program

www.recports.vcu.edu

Outing Rental Center

828-6004 • 130 S. Linden St.

See description to the right for more information.

Health, Fitness & Wellness

VCU RECREATIONAL SPORTS

www.recports.vcu.edu

Monroe Park Campus: 827-1100 • Cary Street Gym
101 S. Linden St., P.O. Box 842029

MCV Campus: 828-6100 • MCV Campus Recreation & Aquatic Center, Jonah L. Larrick Student Center, 900 Turpin St., P.O. Box 980619

Informal Recreation

VCU Rec Sports offers a wide variety of informal activities for VCU Students at both the Cary Street Recreation Complex and the MCV Campus Recreation & Aquatic Center. These activities require no registration or fees. Come to our facilities and participate in the following activities:

Both facilities:

- Lap and leisure swimming.
- Fitness centers: free weights, cardio, selectorized strength training equipment.
- Basketball, volleyball, table tennis and badminton.
- Group exercise classes.
- Instructional programs.
- Racquetball.
- Cycling Studios.

Cary Street Rec Complex:

- Outdoor tennis.
- Rock climbing and bouldering.
- Running/walking on the indoor track.
- Multi Activity Center (MAC) activities: indoor soccer, lacrosse, field hockey, medic dodgeball.

- Outdoor sports on Cary Street Field.
- Outdoor basketball.
- Indoor tennis at Thalheimer Tennis Center.
- Aquatic climbing wall and slide.

MCV Campus Recreation & Aquatic Center

- Squash.
- Martial arts room.

Outdoor Adventure Program

Outing Rental Center

828-6004 • 130 S. Linden St.

Enjoy beginner-friendly outdoor trips at student friendly prices. Go camping, hiking, caving, canoeing, kayaking, skiing and more or outfit your own getaway with low-cost gear rentals. Travel around Virginia, the mid-Atlantic, and across the country. OAP also operates a 40-foot climbing wall and bouldering wall inside the Cary Street Gym.

Aquatics

VCU Recreational Sports offers a full-scale aquatics program at both Cary Street Gym Aquatic Center, and MCV Campus Aquatic Center, serving VCU students and Recreational Sports members. Programs include swim lessons, water exercise classes, fun incentive programs, lifeguard and water safety instructor courses.

Intramural Sports

Intramurals are a great way to continue playing your favorite sports, learn a new sport, and meet people. Sports include volleyball, basketball, flag football, indoor and outdoor soccer, ultimate, dodgeball, softball, and racquet sports. Put together a team, or sign up as a free agent and be placed on a team based on your ability level.

Fitness

VCU Recreational Sports offers a well-rounded fitness program, geared to helping VCU students and members achieve optimal health and their fitness goals. Programs include free group-exercise classes, personal fitness training, fitness incentive programs, Cary Street Gym's Fitness Resource Bar.

Sport Clubs

Compete against clubs from other colleges. Sport clubs are student-organized and -led. Current clubs include baseball, crew, cycling, lacrosse, volleyball, softball, rugby, ultimate, whitewater and more. See the Rec Sports website for more information.

Facilities

Rec Sports operates full-service facilities, both renovated within the past two years. Students and members have full access to the Cary Street Gym on the Monroe Park Campus, and the MCV Campus Recreation & Aquatic Center, located inside the Jonah L. Larrick Student Center. Both facilities feature new fitness equipment, swimming pools, gymnasium and

Intercollegiate Athletics

<http://vcuathletics.com>
828-4000 · 828-RAMS
(tickets) 1200 W. Broad St.,
P.O. Box 843013



VCU's intercollegiate athletic program is committed to enriching the mental and physical capabilities of student-athletes while building respected programs that are nationally competitive in selected sports and operating quality programs in all sports. A member of the NCAA Division I and the Colonial Athletic Association, VCU fields 16 intercollegiate sports with more than 250 student athletes donning the Ram black-and-gold each year.

Two multi-million-dollar facilities add to the excitement: the Stuart C. Siegel Convocation and Recreation Center and Sports Backers Stadium. The Siegel Center's Alltel Pavilion provides 7,500 seats for athletic events, concerts, convocations and other events. Sports Backers Stadium, located adjacent to the Diamond, features a grass soccer field and an eight-lane synthetic track.

Intercollegiate teams for men include baseball, basketball, cross country, golf, soccer, tennis and indoor and outdoor track and field. Women's teams include basketball, cross country, field hockey, soccer, tennis, volleyball and indoor and outdoor track and field. VCU students are admitted to all intercollegiate athletic events free of charge with their VCU Card. Discounts are available for VCU faculty, staff and alumni.

All full-time undergraduate students enrolled at VCU are eligible to try out for a team, subject to the rules and regulations governing NCAA and CAA intercollegiate athletics. Students interested in a specific sport should contact the appropriate coach through the Department of Athletics. For more information or for upcoming events, see the website listed above.

group exercise space and much more. In addition, Cary Street Field, the Thalheimer Tennis Center and Mary and Frances Youth Center provide outdoor spaces for field sports, tennis and basketball. Facility hours are listed at www.recsports.vcu.edu/facilities.html.

Membership

Students currently registered at VCU have full access to Rec Sports facilities at no additional fee. This includes students from both the MCV and Monroe Park campuses, full-time, part-time, graduate, undergraduate and special students. Non-fee-paying students may join at the faculty/staff rate and pay by the semester. Memberships are available to VCU faculty, staff, alumni and select contract staff at very reasonable rates. Family weekend memberships are available. Payroll deduction is available. Any Rec Sports member may sponsor one Plus One member over the age of 18 for an additional fee. Details and rates are available on the website.

Student Employment

Rec Sports employs more than 300 students in a wide variety of jobs. Some of the benefits of working for Rec Sports include the convenience of an on-campus job, flexible scheduling, ongoing training and certifications. Working at Rec Sports is fun and a great way to get to know other people from around the university. More information and job application materials are available on the Rec Sports website.

University Student Health Services

www.students.vcu.edu/health

Monroe Park Campus: 828-8828 · Fax: 828-1093
Sports Medicine Building · 1300 W. Broad St.,
suite 2200, P.O. Box 842022

Regular hours

Monday – Thursday, 8 a.m. – 5 p.m.

Friday, 10 a.m. – 5 p.m.

Summer and semester break hours

Monday – Thursday, 8 a.m. – 4 p.m.

Friday, 10 a.m. – 4 p.m.

MCV Campus: 828-9220 · Fax: 828-3181

VMI Building · 1000 E. Marshall St., suite 305,
P.O. Box 980201

Monday – Friday, 8 a.m. – 4:30 p.m.

Friday, 10:30 a.m. – 4:30 p.m.

Summer and semester break hours

Monday – Thursday, 8 a.m. – 4 p.m.

Friday, 10 a.m. – 4 p.m.

University Student Health Services (USHS) is accredited by the Accreditation Association for Ambulatory Health Care, demonstrating the high quality of care offered to students at VCU.

Eligibility & Charges

See the USHS website www.students.vcu.edu/health for information on eligibility and charges.

Professional Staff/Services

Health Services' qualified staff—physicians, a physician assistant, nurse practitioners, registered nurses, pharmacists, health educators, and a psychiatrist—provide clinical services including primary-care services, women's health, allergy shots and travel medicine. The pharmacy is located on the Monroe Park Campus. Details pertaining to these services as well as information regarding the appointment policy are available on the USHS website.

Immunizations

In compliance with Virginia law, VCU requires all full-time students to submit immunization records to USHS. Detailed information is available at www.students.vcu.edu/health/immunizations.html.

Health Insurance

USHS has no infirmary beds and does not cover emergency room visits, hospitalizations, X-rays, prescriptions, referrals to specialists, laboratory tests associated with chronic illnesses as well as many other medical expenses. Therefore it is essential that students have adequate health insurance to cover the cost of hospitalization and other expenses. VCU sponsors a health-insurance program for students, spouses and dependents. For more information, see www.students.vcu.edu/health/health_insurance.html.

After-Hours Phone Consult

In the event that an urgent medical problem arises after regular office hours, students may call USHS and a recording will provide instructions on how to page the practitioner on call for advice. The cost of ER visits is not covered by USHS.



www.thewell.vcu.edu

828-9355

815 S. Cathedral Place, P.O. Box 842008

Monday – Thursday, 8 a.m. – 4:30 p.m.

Friday, 10:30 a.m. – 4:30 p.m.

Health Research About VCU Students

VCU students are healthier than they think—because they use many creative health strategies. For research findings about the health behaviors at VCU, interesting health strategies and recent poster material see www.yourstrategy.org.

Nutrition, Disordered Eating & Body Image

At The Well you can receive one-on-one nutrition sessions as well as programs for student groups and classes. See the Well's website for details.

Rape, Sexual Assault, Stalking & Domestic Violence

Confidential services are available if you have concerns surrounding sexual assault, stalking and sexual harassment and relationship violence. Refer to the Well's website for more details.

Sexual Health

The Well provides education concerning sexually transmitted infections and contraceptive methods to individuals or student groups. Free HIV testing monthly. Visit the Well's website for more information.

Smoking Cessation & Tobacco

Free Quit Kits, information and individual appointments are available to help students quit using tobacco. Please see the Well's website for more details.

Stress

Staff is available for one-on-one stress management consultations as well as workshops for groups or classes. Please see the Well's website for more information.

Substance Abuse Education & Prevention

Staff provides substance-abuse prevention and education programs for classes, residence halls and student organizations. Staff acts as a resource to faculty, students, or staff. Please visit the Well's website for a confidential and anonymous assessment.

Volunteer at "The Well"

Applications are available online for these programs:

Project Reach

Project Reach Peer educators, trained to help VCU students make healthy choices, teach about a variety of important college health concerns: nutrition, stress, body image, sleep, sexual health and alcohol.

Cancer Awareness Team

VCU Cancer Awareness Team Peer educators work to raise awareness of cancer and encourage prevention and early detection among VCU students. This group participates in Relay for Life and is a chapter of Colleges Against Cancer through the American Cancer Society.

SAVES

Peer educators teach men and women about healthy relationships, sexual assault, stalking and relationship violence.

Men Against Violence

Men Against Violence peer educators focus on getting men involved in teaching the VCU community about healthy relationships, sexual assault, stalking and relationship violence.

University Counseling Services

www.students.vcu.edu/counseling

Monroe Park Campus: 828-6200
University Student Commons, room 238

MCV Campus: 828-3964
1008 E. Clay St. (Grant House B01)

University Counseling Services (UCS) provides free, brief psychotherapy to currently enrolled students as available. UCS adheres to professional, legal and ethical guidelines established by professional organizations and state law to protect student confidentiality.



NEED HELP?

Counseling Services · www.students.vcu.edu/counseling · 828-6200
The Well · www.thewell.vcu.edu · 828-9355

Services provided by UCS:

- **Brief psychotherapy:** brief individual and couples work designed to deal with personal and interpersonal issues.
- **Group counseling:** ongoing psychotherapy groups focus on personal and social concerns.
- **Psychiatric services:** medication evaluation, diagnosis and treatment.
- **Crisis services:** UCS provides walk-in crisis services during office hours (828-6200) and on-call crisis services after hours and on weekends (828-1234).
- **Consultation and outreach:** presentations, workshops and staff consultation are available to student organizations, academic departments and other groups on issues relevant to each group's needs.
- **Safe zone:** workshops for faculty and staff designed to reduce homophobia and heterosexism.



Useful Offices to Know



University Career Center

www.students.vcu.edu/careers

828-1645

University Student Commons, suite 143

Whether your goal is to work for a Fortune 500 company, a government agency, a nonprofit, or to attend graduate school, the University Career Center (UCC) can help. The UCC can help you:

- Decide on a major if you are undecided.
- Discover career options with your major.
- Build your résumé with Cooperative Education and internships.
- Develop résumés, cover letters and portfolios.
- Look for a part-time or work-study job.

Special Events

The University Career Center hosts two career fairs annually, typically one in October and one in February.

The fall 2011 Career Fair is scheduled for Wednesday, Oct. 5, 10 a.m. - 3 p.m. in the University Student Commons. Visit www.students.vcu.edu/careers for more information.

Who can use the UCC?

The UCC is available to all current VCU students; alumni have access to services for up to one year after graduation. All students have their own career consultants based on their major. For additional career resources at VCU, visit the website listed above.



Multicultural Student Affairs



www.omsa.vcu.edu

828-6672

University Student Commons, suite 215

The Office of Multicultural Student Affairs (OMSA) provides advising to cultural student organizations, scholarship opportunities and much more. They are strengthening the university's sense of community through cultural appreciation.

Resources & Services

- Multicultural Resource Library.
- Advising ethnic student organizations.
- Mentoring program.
- OMSA volunteer team.
- Referral services.
- Scholarship resources.

For a listing of OMSA's programs, see page 40.

Office Of Judicial Affairs & Academic Integrity

www.students.vcu.edu/judicialaffairs

judicialsystem@vcu.edu • honorssystem@vcu.edu

828-1963

University Student Commons, suite 106

P.O. Box 843071

The Office of Judicial Affairs & Academic Integrity supports the educational mission of the university by educating students about appropriate behavior and fostering a community supporting academic success. The office takes the lead in the enforcement of university policies by providing a fair and impartial process for the adjudication of matters of students' discipline. These policies can be found online at www.provost.vcu.edu/policies or at the back of this book on page 126.

Division of Student Affairs & Enrollment Services Overview

www.students.vcu.edu · 828-1244
Sittinger House, 901 Floyd Ave.,
P.O. Box 843017, Richmond VA 23284-3017

The Division of Student Affairs and Enrollment Services is a dynamic division promoting academic success and development of the whole person. The division seeks to create a student-centered culture promoting community, encouraging engagement and developing students to be contributing citizens in a global and diverse society through its programs, services, facilities and activities.

The Division of Student Affairs and Enrollment Services is comprised of departments promoting the intellectual, personal, social, moral, financial, physical and psychological development of Virginia Commonwealth University students. The Office of the Vice Provost for Student Affairs and Enrollment Services is located in this division.

Mail Services Administration

www.bsv.vcu.edu/maillsrv

Pitney Bowes Management Services

828-3868 · Fax: 828-5894
1622 Ownby Lane, P.O. Box 980172

Monroe Park Campus Mail Center

828-1577 · Fax: 828-1355
920 W. Franklin St, P.O. Box 980172

US Postal Service Capital Station

(800) 275-8777 · 700 E. Main St.

Incoming Mail to Residence Halls

The U.S. Postal Service delivers mail in bulk directly to the residence halls on the Monroe Park Campus, where staff members of Residential Life & Housing place letters and package-notification slips into individual mailboxes. The U.S. Postal Service delivers mail addressed to residents of the MCV Campus halls to VCU Mail Services, which then separates and transports the mail in bulk to each hall on business days only. Residential Life & Housing staff then places letters and package notification slips into individual mailboxes. No mail is delivered to the halls on weekends or university holidays.

Change of Address

Students who are graduating or moving off campus and wish to have their first class mail forwarded must leave a VCU Forwarding Order with the front desk of the

residence hall in which they live. Mail will be forwarded for a 60-day period beginning on the separation date.

Fax Service

Students may send messages from the Monroe Park Campus Mail Center and the MCV Campus Mail Center for nominal fees. Operational hours are 8 a.m. – 2 p.m. on university business days. Incoming fax messages are free. Students are notified by telephone of their fax messages, or a fax message may be forwarded through Campus Mail. Incoming fax messages must include the following information: Recipient's name, residence hall, room number and telephone number. For additional information about fax service, please call 828-3868.

Addressing Mail to Residence Halls

Each residence hall has a unique nine-digit zip code. Go to www.bsv.vcu.edu/maillsrv/MailGuide.htm#sa for an online list of residence hall addresses.

How to Address Mail to VCU Offices

The U.S. Postal Service delivers all mail in bulk to VCU Mail Services, which then sorts and delivers to individual offices. To ensure quick delivery, remember to use the correct six-digit P.O. Box number and nine-digit ZIP code. VCU faculty and staff members are urged to provide their correspondents with return addresses in the format required by the U.S. Postal Service—city, state and nine-digit ZIP code on the bottom line and the six-digit P.O. box number directly above.

Follow this example of a VCU postal address in compliance with U.S. Postal Service Automation Formats:

Attention: Name, title or function
Department: Financial Aid
Firm Name: VIRGINIA COMMONWEALTH UNIVERSITY
Street Address: 901 W. Franklin St.
Delivery Address: P.O. Box 843026
City, State, Zip+4: Richmond, VA 23284-3026

Child Care

www.soe.vcu.edu/cdc
Child Development Center · School of Education
828-7377 · 1128 Floyd Ave., P.O. Box 842510

Monday – Friday, 7 a.m. – 5:45 p.m.

The center enrolls children, ages 16 months to 6 years, of university employees and students.

An excellent developmental and educational program is designed to help each child develop to full potential socially, emotionally, physically and intellectually. The center is licensed by the Virginia Department of Social Services and accredited by the National Association for the Education of Young Children. The center also provides opportunity for university students to engage in practicum, internship and research activities.

The facility and program are accessible to individuals with mobility impairments. Please note that MCV Campus Child Care Centers are available to the

children of faculty and staff of the VCU Medical Center and of VCU faculty and staff. The telephone numbers are 828-1124 and 828-6291.

VCU Sustainability & Recycling



VCU Sustainability

Website: www.vcugoesgreen.vcu.edu

Facebook: www.facebook.com/vcugoesgreen

Twitter: twitter.com/vcugoesgreen

Foursquare: foursquare.com/vcugoesgreen

Sustainability is the goal of maintaining a good quality of life for those who presently experience it, while expanding that quality of life to those who lack it; and understanding and respecting the needs of future generations and the limits of natural systems within which quality human lives are necessarily embedded and dependent.

VCU signed the American College and University Presidents' Climate Commitment (ACUPCC) in April 2008. By signing the ACUPCC, VCU pledges to address the climate challenges of global warming by reducing greenhouse gas (GHG) emissions of our campus and achieving climate neutrality by 2050. Climate (or carbon) neutrality is defined as having no net GHG emissions.

Projects:

- Additional bike racks.
- Big Belly solar trash compactors.
- Bike air compressors.
- Building energy dashboards.
- Campus mobility hubs.
- Electric vehicle charging stations.
- LEED building standards.
- Organic waste composting*.
- Rain garden.
- Shared bike program*.
- Solar photovoltaic panels*.
- Solar thermal*.
- VCU Green Map.
- Vegetated roof.
- Water bottle filling stations.
- Zimride.
- Zipcar.

*Future projects



VCU Department of Environmental Conservation

www.vcu.edu/recycling

In 2010, VCU recycled the following materials:

- 1,063,000 pounds of paper (531.5 tons).
- 442,000 pounds of cardboard (221 tons).
- 374,000 pounds of scrap metal (187 tons).
- 74,000 pounds of computers and electronics (37 tons).
- 72,000 pounds of aluminum, glass and plastic containers (36 tons).
- 5,258,000 pounds of miscellaneous including light bulbs, batteries, clothes, food, construction debris (2629 tons).

VCU Recycles:

- All types of paper.
- Aluminum cans.
- Batteries.
- Cardboard.
- Computers/electronics.
- Construction debris.
- Fluorescent lamps.
- Glass bottles.
- Ink-jet and toner cartridges.
- Plastic bottles (#1, #2, #7).
- Steel, metal.
- Wood.



please
RECYCLE
this book 

www.vcu.edu/recycling



August 2011



Sunday	Monday	Tuesday	
31	1	2	
7	8	9	
14	15	16	
21	22	23	
		Registration for continuing students	
		Orientation for new freshmen, transfer and readmitted students	
Advising continued			
28	29	30	
Welcome Week			
Add/Drop and late registration continued			

NOTES

SUN
7

August '11

MON
8

TUE
9

WED
10

THU
11

FRI
12

Summer sessions end

SAT
13

August '11

SUN
14

MON
15

TUE
16

WED
17

Advising and registration for new undergraduate students begins – 8/22 (MPC)

THU
18

Orientation for new graduate students (MPC)

FRI
19

Welcome Week – 8/28

SAT
20

SUN
21

August '11

MON
22

Orientation for new freshmen, transfer and re-admitted students – 8/24 (MPC)

TUE
23

Registration for continuing students (MPC)

WED
24

THU
25

Fall classes begin
Add/drop and late registration – 8/31

FRI
26

SAT
27

August '11

SUN
28

MON
29

TUE
30

WED
31

September '11

THU
1

FRI
2

SAT
3

September 2011



Sunday	Monday	Tuesday	
28	29	30	
Add/Drop & late registration			
4	5 University closed - Labor Day	6	
11	12	13	
18	19	20	
25	26	27	

NOTES _____

Wednesday	Thursday	Friday	Saturday
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	1

*dates
subject
to change.

SUN
4

September '11

MON
5

University closed – Labor Day

TUE
6

WED
7

THU
8

FRI
9

Deadline for students to provide advance written notification to instructors of intent to observe religious holidays
Last day for fall degree candidates to submit graduation applications to their advisors for December degrees (MPC)

SAT
10

September '11

SUN
11

MON
12

TUE
13

WED
14

THU
15

FRI
16

SAT
17

SUN
18

September '11

MON
19

TUE
20

WED
21

THU
22

FRI
23

SAT
24

September '11

SUN
25

MON
26

TUE
27

WED
28

THU
29

FRI
30

October '11

SAT
1

October 2011



Sunday	Monday	Tuesday	
25	26	27	
2	3	4	
9	10	11	
16	17	18	
Fall Fest Family Weekend			
23	24 Grad Finale - MPC	25 Grad Finale - MPC	
30	31 Grad Finale - MCV		

NOTES _____

Wednesday	Thursday	Friday	Saturday
28	29	30	1
5 Fall Career Fair	6	7	8
12	13	14	15
		Fall Fest Family Weekend	
19	20	21	22
	Reading days—No classes		
26	27	28	29
Advising for spring			

*dates subject to change.

SUN

2

October '11

MON

3

TUE

4

WED

Fall Career Fair, University Student Commons

5

THU

6

FRI

7

SAT

8

October '11

SUN
9

MON
10

TUE
11

WED
12

THU
13

Fall Fest Family Weekend - 10/16

FRI
14

SAT
15

SUN
16

October '11

MON
17

TUE
18

WED
19

THU
20

Reading day, no day or evening classes held (MPC)

FRI
21

Reading day, no day or evening classes held (MPC)

SAT
22

October '11

SUN
23

Advising for spring semester begins – 10/28 (MPC)
Grad Finale – MPC, University Student Commons

MON
24

Grad Finale – MPC, University Student Commons

TUE
25

WED
26

THU
27

FRI
28

SAT
29

November 2011



Sunday	Monday	Tuesday	
30	31	1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	
Thanksgiving Break			

NOTES _____

	Wednesday	Thursday	Friday	Saturday
	2	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	Thanksgiving Break - University closed			
	30	1	2	3

*dates subject to change.

SUN
30

October '11

MON
31
Grad Finale – MCV, Larrick Student Center

TUE
1

November '11

WED
2

THU
3

FRI
4
Last day to withdraw from a course with a mark of "W" – both campuses

SAT
5

November '11

SUN
6

Spring semester advance registration begins

MON
7

TUE
8

WED
9

THU
10

Veterans Day. University open.

FRI
11

SAT
12

SUN
13

November '11

MON
14

TUE
15
America Recycles Day

WED
16

THU
17

FRI
18

SAT
19

November '11

SUN
20

MON
21

TUE
22

Classes end and university closes at noon.

WED
23

Thanksgiving – University closed

THU
24

University closed

FRI
25

University closed

SAT
26

December 2011



Sunday	Monday	Tuesday	
27	28	29	
4	5	6	
11	12	13	
18	19	20	
Final exams			
25	26	27	
		Holiday intersession classes begin	

NOTES _____

Wednesday	Thursday	Friday	Saturday
30	1	2	3
7	8	9	10 Last day of classes for fall semester – both campuses December Commencement
14	15	16	17
Final exams			
21	22	23	24
		University closed	
28	29	30	31
University closed			

*dates
subject
to change.

SUN
27

University closed

November '11

MON
28

TUE
29

WED
30

THU
1

December '11

FRI
2

SAT
3

December '11

SUN
4

MON
5

TUE
6

WED
7

THU
8

FRI
9

Last day of classes for fall semester – both campuses
December Commencement

SAT
10

SUN
11

December '11

MON
12

Final exams for fall semester – MPC, MCV & evening classes

TUE
13

Final exams for fall semester – MPC, MCV & evening classes

WED
14

Final exams for fall semester – MPC, MCV & evening classes

THU
15

Final exams for fall semester – MPC, MCV & evening classes

FRI
16

Final exams for fall semester – MPC, MCV & evening classes

SAT
17

Final exams for fall semester – MPC & evening classes

December '11

SUN
18

Final exams for fall semester – MPC

MON
19

Final exams for fall semester – MPC

TUE
20

WED
21

THU
22

University closed for winter break – 1/1

FRI
23

University closed for winter break – 1/1

SAT
24

January 2012



Sunday	Monday	Tuesday	
1 University Closed	2	3	
8	9	10 Advising, registration	
15	16 University closed – Martin Luther King, Jr. Day	17 Spring classes begin	
22	23	24	
Add/drop and late registration			
29 Homecoming	30	31	

NOTES _____

SUN
25

University closed for winter break – 1/1

December '11

MON
26

University closed for winter break – 1/1

TUE
27

University closed for winter break – 1/1
Holiday intersession classes begin

WED
28

University closed for winter break – 1/1

THU
29

University closed for winter break – 1/1
Deadline for students to provide advance written notification to instructors
of intent to observe religious holidays – holiday intersession classes

FRI
30

University closed for winter break – 1/1

SAT
31

University closed for winter break – 1/1

January '12

SUN
1

MON
2

TUE
3

WED
4

THU
5

FRI
6

Holiday intersession classes end

SAT
7

SUN
8

January '12

MON
9

TUE
10

Advising, registration and orientation for new undergraduate students - 1/12 (MPC)

WED
11

THU
12

FRI
13

Registration for continuing students (MPC)

SAT
14

January '12

SUN
15

University closed

MON
16

Spring classes begin
Add/drop and late registration - 1/23

TUE
17

WED
18

THU
19

SOVO Fair, University Student Commons

FRI
20

SAT
21

SUN
22

January '12

MON
23

TUE
24

WED
25

THU
26

FRI
27

MPC students – last day for spring degree candidates to submit graduation applications to their advisers for May degrees.
MCV campus students – spring degree candidates should follow departmental deadlines.
Deadline for students to provide advance written notification to instructors of intent to observe religious holidays

SAT
28

January '12

SUN
29

MON
30

TUE
31

February '12

WED
1

THU
2

FRI
3

SAT
4

February 2012



Sunday	Monday	Tuesday	
29	30	31	
5	6	7	
12	13 Moving On, Moving Out	14	
19	20	21	
26	27	28	

NOTES _____

SUN

5

February '12

MON

6

TUE

7

WED

8

THU

9

FRI

10

SAT

11

February '12

SUN
12

Moving On, Moving Out.

MON
13

TUE
14

Last day for undergraduate students to submit work for removal of incomplete grades from fall semester

WED
15

THU
16

FRI
17

SAT
18

SUN
12

February '12

MON
13

TUE
14

WED
15

THU
16

FRI
17

SAT
18

February '12

SUN
26

MON
27

TUE
28

WED
29

March '12

THU
1

FRI
2

SAT
3

March 2012



Sunday	Monday	Tuesday	
26	27	28	
4	5	6 Moving On, Moving Out	
11	12	13	
18	19 Grad Finale - MPC	20 Grad Finale - MPC	
Spring Break			
25	26 Grad Finale - MCV	27	

NOTES

SUN
4

March '12

MON
5

TUE
6

Moving On, Moving Out

WED
7

THU
8

FRI
9

SAT
10

March '12

Spring break - 3/18

SUN
11

Spring break - 3/18

MON
12

Spring break - 3/18

TUE
13

Spring break - 3/18

WED
14

Spring break - 3/18

THU
15

Spring break - 3/18

FRI
16

Spring break - 3/18

SAT
17

SUN
18

Spring break - 3/18

March '12

MON
19

Grad Finale - MPC

TUE
20

Grad Finale - MPC

WED
21

THU
22

FRI
23

Last day to withdraw from a course with a mark of "W" - both campuses (except for courses not scheduled for the full semester)

SAT
24

March '12

SUN
25

MPC students – advising for fall semester – 3/30.
MCV campus students – follow departmental advising schedule – 3/30.
Summer semester advance registration begins
Grad Finale – MCV,

MON
26

TUE
27

Moving On, Moving Out

WED
28

Off-Campus Living Fair

THU
29

FRI
30

SAT
31

April 2012



Sunday	Monday	Tuesday	
1	2 Fall semester advance registration begins	3 MPC Technology Fair	
8	9	10	
15	16	17	
22 Earth Day	23 Great Bike Round-Up	24	
29	30	1	

NOTES _____

SUN

1

April '12

MON

2

Fall semester advance registration begins

TUE

3

MPC Technology Fair, University Student Commons

WED

4

MCV Technology Fair, Tompkins-McCaw Library

THU

5

FRI

6

SAT

7

April '12

SUN
8

MON
9

TUE
10

Great Bike Round-Up

WED
11

THU
12

FRI
13

Intercultural Festival, Monroe Park

SAT
14

SUN
15

April '12

MON
16

TUE
17

WED
18

THU
19

FRI
20

SAT
21

April '12

Earth Day

SUN
22

Great Bike Round-Up
APB Spring Fest - 4/27

MON
23

TUE
24

WED
25

Leadership and Service Awards Ceremony, University Student Commons

THU
26

FRI
27

SAT
28

May 2012



Sunday	Monday	Tuesday	
29	30	1 Last day of classes for spring semester – MPC; evening classes continue through May 5	
6	7	8	
13	14	15	
20	21	22	
27	28 University closed – Memorial Day	29	

NOTES _____

SUN
29

April '12

MON
30

TUE
1

Last day of classes for spring semester (MPC); evening classes continue through May 5

May '12

WED
2

Reading day, no day classes (MPC)

THU
3

Final examinations for spring semester – 5/11 (MPC)

FRI
4

Last day of classes for spring semester – MCV campus

SAT
5

May '12

SUN
6

Final exams for spring semester – 5/11 (MCV)

MON
7

TUE
8

WED
9

THU
10

FRI
11

May Commencement

SAT
12

SUN
13

May '12

MON
14

TUE
15

WED
16

THU
17

FRI
18

SAT
19

May '12

SUN
20

3-week session – 6/8
5-week session – 6/21
8-week evening session – 7/12

MON
21

TUE
22

Deadline for students to provide advance written notification to instructors of intent to observe religious holidays – 3-week session

WED
23

THU
24

Deadline for students to provide advance written notification to instructors of intent to observe religious holidays – 5- and 8-week sessions

FRI
25

SAT
26

June 2012



Sunday	Monday	Tuesday	
27	28	29	
3	4	5	
10	11	12	
17	18	19	
24	25	26	

NOTES _____

SUN
27

May '12

MON
28

University closed – Memorial Day

TUE
29

WED
30

THU
31

FRI
1

June '12

SAT
2

June 12

SUN
3

MON
4

TUE
5

WED
6

THU
7

FRI
8

SAT
9

SUN
10

June '12

MON
11

4^{1/2}-week session – 7/11
6-week session – 7/19
8-week evening session – 8/2

TUE
12

WED
13

THU
14

FRI
15

Deadline for students to provide advance written notification to instructors of intent to observe religious holidays – 4^{1/2}-week, 6-week and 8-week sessions

SAT
16

June '12

SUN
17

MON
18

TUE
19

WED
20

THU
21

FRI
22

SAT
23

July 2012



Sunday	Monday	Tuesday	
1	2	3	
8	9	10	
15	16	17	
22	23	24	
29	30	31	

NOTES _____

SUN
24

June '12

MON
25

5-week session – 7/26

TUE
26

WED
27

THU
28

FRI
29

Deadline for students to provide advance written notification to instructors of intent to observe religious holidays – 5-week session

SAT
30

July 12

SUN

1

MON

2

TUE

3

University closed – Independence Day

WED

4

THU

5

FRI

6

SAT

7

SUN

8

July '12

MON

9

TUE

10

WED

11

THU

12

4^{1/2}-week session - 8/10

FRI

13

SAT

14

July 12

SUN
15

Deadline for students to provide advance written notification to instructors of intent to observe religious holidays – 4^{1/2}-week session

MON
16

TUE
17

WED
18

THU
19

FRI
20

SAT
21

SUN
22

July '12

MON
23

3-week session – 8/10

TUE
24

WED
25

Deadline for students to provide advance written notification to instructors of intent to observe religious holidays – 3-week session

THU
26

FRI
27

SAT
28

A series of horizontal dashed lines for writing, spanning the width of the page.

Policies

NAVIGATING THIS SECTION

The following pages contain a selection of most frequently referenced VCU policies, as well as the web address to remaining policies. These policies govern many aspects of campus life and help define student rights and responsibilities. You are encouraged to scan this section as soon as possible so that you will know what topics are covered here and where to find detailed information should the need arise. If one or more of these policy documents should be revised and approved before the next printing of the VCU Insider, the revised version(s) will be published online at www.students.vcu.edu/policies.html.

Policies included in this VCU Insider:

- Alcohol and Drug Policy, VCU, pg. 126
- Employee–Student Consensual Relationships, pg. 129
- Equal Opportunity Policy, Reaffirmation of VCU's, pg. 130
- Honor System, VCU, pg. 131
- Rights of Students under the Family Educational Rights and Privacy Act (FERPA), pg. 134
- Rules and Procedures, VCU, pg. 134
- Student Conduct in Instructional Settings, 140
- Student Sexual Misconduct Policy, 141

Policies included in the VCU Undergraduate Bulletin available online at www.pubapps.vcu.edu/bulletins/undergraduate/?uid=10096&iid=30682.

"It is the responsibility of all undergraduate students to be familiar with the Undergraduate Bulletin of record (the bulletin in effect at the time of official admission), as well as the academic regulations in individual school and department publications and on program websites; however, in all cases, the academic regulations and general degree requirements, as published on this Undergraduate Bulletin website, take precedence over individual program policies and guidelines."

- Attendance Regulations
- Appeal to waive an academic regulation, Academic Regulations Appeals Committee (ARAC)
- Commencement participation policy
- Continuance in academic programs
- Degree evaluation

- Effective bulletin
- Grade Review Procedure
- Grading and marking system
- Graduation process
- Registration policies
- Termination of enrollment
- Transcripts

Additional policies, procedures and guidelines available online at www.students.vcu.edu/policies.html.

- Academic Rights and Responsibilities
- Blackboard Organizations for Students
- Computer and Network Resources Use Policy
- Demonstrations on the Campuses of Virginia Commonwealth University, Guidelines for
- Hazing, Policy Statement on
- Information Security Policy
- Intellectual Properties Policy
- Missing Student Policy
- Non-discrimination on basis of disability, Policy of
- Parental Notification for Dependent Students Receiving Mental Health Treatment
- Posting Materials Policy
- Prohibition of Sexual Harassment, University Guidelines on
- Registering Student Organizations on the Monroe Park Campus of VCU, Procedure for
- Release of the Educational Record of a Dependent Student
- Special Provisions for the Registration of Men's and Women's Fraternities and Other Similar Organizations
- Student Email Policy
- Textbook Sales Policy
- Threat Assessment and Violence Prevention

Other resources for VCU Policies and Procedures include: VCU Undergraduate Bulletin at www.pubapps.vcu.edu/bulletins/undergraduate/?uid=10096&iid=30682.

Provost's website at www.provost.vcu.edu/policies

Administrative Toolkit at www.toolkit.vcu.edu/policies.htm
Technology Services at www.ts.vcu.edu/kb/2458.html

Alcohol and Drug Policy, VCU

Policy Statement and Purpose

In accordance with the federal Drug Free Workplace Act of 1988, the federal Drug Free Schools and Communities Act of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs, it is the policy of Virginia Commonwealth University that the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs by employees and students on university property or as part of any university activity is prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the university, referral for prosecution, and/or referral for satisfactory participation in an appropriate evaluation or rehabilitation program.

The purpose of this policy is to protect the health, safety and welfare of members of the university community and the public being served by the university.

DEFINITIONS

Alcohol Any product, including spirits, wine, beer or other containing one-half of one percent or more of alcohol by volume and every consumable liquid or solid containing alcohol. Any product as defined in Code of Virginia Section 4.1-100 of "The Alcoholic Beverage Control Act."

Conviction A finding of guilt (including a plea of guilty or nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or

state criminal drug laws, alcoholic beverage control laws, or laws which govern driving while intoxicated.

Criminal Drug Law A criminal law prohibiting the unlawful manufacture, distribution, dispensation, use, or possession of any controlled substance.

Employee Any full- or part-time employee of the university, including, but not limited to, classified, hourly, faculty, health care providers, house staff, adjunct faculty, and student workers.

Illicit Drug Any drug that is illegally in the possession of or is illegally being used by a person.

Student Any person taking one or more classes for any type of academic credit except continuing education units regardless of the length of the student's program of study.

Unauthorized Not officially approved by the university.

University Activity/Function Any official activity or function of the university.

Workplace Any state-owned or -leased property or any site where official duties are being performed by a state employee.

PROCEDURES

I. Application of the Policy

The university is committed to protecting the health, safety and welfare of

its members and the public served by the university through both policy enforcement and education. All employees and students are subject to the provisions of this policy.

A. Education

This policy, together with information regarding alcohol and drug counseling, treatment, and rehabilitation programs, descriptions of the health risks associated with alcohol and other commonly abused drugs, and descriptions of applicable legal sanctions under state and federal law for the unlawful possession or distribution of controlled substances, illicit drugs and alcohol, will be distributed at least annually to all employees and students.

B. Policy Enforcement for Employees

- Pursuant to the Commonwealth of Virginia Policy on Alcohol and Other Drugs, employees are prohibited from engaging in the following acts:
 - The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs in the workplace, on university property or as part of any university activity.
 - Reporting to or remaining at work impaired by or under the influence of alcohol or illicit drugs.
- Employees are required to report to their supervisors in writing within five calendar days after conviction that they have been convicted of either of the following actions:
 - Violation of any criminal drug law, based upon conduct occurring either in or outside the workplace.
 - Violation of any alcoholic beverage control law or law which governs driving while intoxicated, based upon conduct occurring in the workplace.
- Supervisors are required to report such occurrences to Human Resources immediately.
- Violation of any of the foregoing prohibitions may subject an employee to disciplinary action including, but not limited to, dismissal or suspension, in accordance with the Employee Standards of Conduct, the University's Rules and Procedures, the Promotion and Tenure Policies and Procedures, the University Policy for Administrative and Professional Faculty and Faculty Holding Administrative Appointments, and/or any other applicable university procedure. Convictions for unlawful conduct under local, state, or federal criminal drug laws may result in penalties such as fines, imprisonment, and loss of driver's license.
- As a result of any violation of this policy, an employee may be referred to an appropriate evaluation or rehabilitation program as a condition of continued employment. Satisfactory participation in any such program shall be determined by the appropriate university department or official after consultation with the individual or organization providing the evaluation or rehabilitation.

C. Policy Enforcement for Students

- Students are prohibited from the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs on university property or as a part of any university activity. Violation of any of the foregoing prohibitions will subject a student to disciplinary action up to and including expulsion from the university in accordance with the University's Rules and Procedures. Convictions for unlawful conduct under local, state, or federal criminal drug laws may result in penalties such as fines, imprisonment, and loss of driver's license.
- As a result of any violation of this policy, a student may be referred to an appropriate educational, evaluation or rehabilitation program or offered community service, in lieu of suspension or dismissal. Satisfactory participation in any such program shall be determined by the appropriate university department or official after consultation with the individual or organization providing the evaluation or rehabilitation program, coordinating the community service, and/or conducting the educational program.
- When students under the age of 21 are found guilty of violating alcoholic beverage and/or controlled substance laws or policies while on campus or at university activities, their parent or guardian will be notified of such violations in accordance with VCU procedures for parental notification.

II. Alcohol and Other Drug Counseling and Treatment Programs Available for VCU Students and Staff

A. Employees – An employee who experiences a problem with alcohol or other drugs may contact a Human Resource Employee Relations

Specialist for confidential assistance or referral to appropriate resources (e.g. Employee Assistance Program) or to the University's Employee Health Services physician. An employee may directly contact the Employee Assistance Program if eligible. These resources may also be utilized by a manager.

B. Students – A student who experiences a problem with alcohol or other drugs may contact University Counseling Services or University Student Health Services for confidential counseling, assessment and referral to community services if needed.

III. Alcohol Use at University Functions

A. Authorization

The use of alcohol on university property and/or at university functions must be authorized in accordance with applicable official university procedures, including the Procedures for Consumption and Distribution of Alcohol at University Events and in compliance with ABC laws and regulations.

B. Requirements

- Only persons 21-years of age or older may be served or sold alcohol on university property or at university functions. All other state and local laws governing alcohol consumption, including regulations of the Virginia Alcoholic Beverage Control Board, must be adhered to on university property and/or at university functions.
- All other policies that relate to alcohol use and govern specific university departments, buildings or groups must be adhered to on university property and/or at university functions.
- Caterers or other food service organizations that serve or sell alcoholic beverages on university property or at university functions must be licensed to do so and be properly insured.

Attachment 1:

UNIVERSITY AND COMMUNITY RESOURCES FOR ALCOHOL AND OTHER DRUGS

UNIVERSITY CONSULTATION AND TREATMENT

A. Employee Health Services – Resource and referral to community resources for faculty and staff: 828-0584.

B. University Counseling Services – Assessment, counseling, and referral services for students experiencing alcohol and other drug use problems. Consultation is available for other members of the university community: 828-6200 (Monroe Park Campus), 828-3964 (MCV Campus).

C. University Student Health Services – Assessment, counseling, and education for students regarding the health effects of substance use and abuse: 828-8828 (fax), 828-1093 (Monroe Park Campus), 828-9220 (MCV Campus).

D. Substance Abuse Services Coordinator – Evaluation, counseling and referral to resources for students, including the Relapse Prevention Program: 828-2086.

E. Human Resources Employee Relations Office – Resource and referral for faculty and staff: 828-1510.

STUDENT ASSISTANCE PROGRAMS

A. Disability Support Services (Monroe Park Campus), 828-2253.

B. Office of Health Careers/Education and Special Services for Students (Medical Campus), 828-9782.

EDUCATIONAL PROGRAMS

Credit and non-credit educational offerings are available to all members of the university community in the area of alcohol and other drug issues.

A. Alcohol/Peer Education Program – Educational programs by students trained in alcohol and other drug use issues and problems through the Office of Health Promotion: 828-9355.

B. Office of Health Promotion – Programs and educational materials about substance abuse issues for students through the University Student Health Services: 828-9355.

C. Alcohol and other Drug Education Programs – Substance abuse education session combined with a formal substance abuse evaluation and referral for students. Contact the Substance Abuse Services Coordinator at 828-2086.

SELF-HELP ORGANIZATIONS

Groups based on a Twelve-Step Program, offer individual sponsorship, group meetings, and membership to anyone interested in dealing with substance abuse problems. Check local phone listings for help.

A. Alcoholics Anonymous (AA) 355-1212

B. AlAnon Family Groups 353-4885

C. Narcotics Anonymous (NA) 1-888-747-4047

HEALTH EFFECTS OF ALCOHOL AND OTHER DRUGS

Alcohol – Alcohol acts as a central nervous system depressant. Its initial effects include altered perception, judgment, motor coordination and abstract thinking/cognitive impairment. Continued use of alcohol results in physical and psychological dependence marked by increased tolerance, memory blackouts and the experience of withdrawal symptoms. The disease of alcoholism progresses in stages from an individual's unplanned use, to being preoccupied, to failing in controlling alcohol use, on to eventual loss of control and continued use despite negative consequences. Statistics show that alcohol use is involved in a majority of violent behaviors on university campuses including acquaintance rape, vandalism and assaults.

Amphetamines – (Street names include "speeders," "black beauties," "uppers.") Users experience euphoria, abundant energy, and decreased need for sleep. Other signs and symptoms may include irregular heartbeat, rapid breathing, irritability, anxiousness, restlessness, panic, paranoia, aggression and impulsive behavior.

Anabolic Steroids – (Brand names include Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise; street names include "roids," "juice.") Health effects may include high blood pressure, blood clotting, cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, abnormal hair growth.

Cannabis – (Street names include "marijuana," "pot," "hashish," "blunt," "herb," "reefer," "ganja," "sinsemilla.") The user experiences slowed thinking and reaction time, time distortion, confusion, impaired balance and coordination, and impaired judgment. Long term effects include loss of short-term memory, loss of motivation, increased anxiety, increased upper respiratory illness.

Cocaine – (Street names include "crack," "rock," "toot," "blow," "nose candy.") The user experiences feelings of exhilaration, energy, increased mental alertness, rapid or irregular heart beat, reduced appetite and weight loss. Users often have a stuffy, runny nose and nosebleeds. Immediate effects include dilated pupils, elevated blood pressure, heart rate, respiratory rate and body temperature. Withdrawal symptoms include strong cravings, depression, alterations in sleep patterns. Crack, the free-base use of cocaine, can produce hallucinations, blurred vision, chest pains, convulsions and even death.

GHB – (Street names include "Georgia home boy," "grievous bodily harm," "liquid ecstasy.") Gammahydroxybutyrate. It can cause electrolyte imbalance, decreased respiration, slow heart rate, vomiting, low blood pressure, confusion, unconsciousness, coma, and death.

Hallucinogens – (Street names include "acid," "blotter," "microdot," "magic mushrooms.") Lysergic Acid Diethylamide (LSD), mescaline, and psilocybin cause altered states of perception and feeling including delusions, hallucinations and illusions including body and time distortion. Physical effects include fever, rapid heartbeat, elevated blood pressure, blurred vision, and flushed face. Mood can range from euphoria to panic and depression. Long-term effects of use include depression, constant anxiety, paranoia, chronic personality changes and lingering perceptual changes.

Heroin – (Street names include "smack," "horse," "dope," "H.") It is injected, snorted or smoked. The opiate effect diminishes the sense of pain, inducing euphoria, drowsiness, and confusion. Overdose results in death from stopping breathing.

Inhalants – (Street names include "poppers," "snappers," "whippets.") Solvents (paint thinners, gasoline, glues, butane, propane aerosol propellants, nitrous oxides) produce stimulation, loss of inhibition, slurred speech, and loss of motor coordination. Long-term effects are depression, memory impairment and damage to the liver, the heart and nervous system.

Ketamine – (Street names include "Special K," "cat valiums," "Vitamin K.") Ketamine can be injected, snorted, or smoked. The user experiences increased heart rate and blood pressure, problems with control of movements, memory loss, numbness and nausea/vomiting. The user is at high risk for slowed breathing that may lead to brain damage or death.

MDMA – (Street names include "Ecstasy," "X," "E," "Adam.") Methylenedioxymethamphetamine produces mild hallucinogenic effects, amphetamine-like stimulation, and increased touch sensitivity. An increase in display of affection to others may occur. Long-term effects include impaired memory and learning.

PCP – (Street names include "angel dust," "love boat," "peace pill," "hog.") Since Phencyclidine is relatively inexpensive, it is often used to enhance the effects of other drugs such as LSD, cannabis or cocaine. PCP users seek an altered state of bizarre perceptions, confusion, disorientation, impaired judgment and often delirium. Behavioral changes may range from hyperactivity to catatonic states.

Please access NIDA (National Institute on Drug Abuse) website for further information on these and other substances of abuse at www.drugabuse.gov.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

Civil Penalties for possession of "personal use" amounts of certain controlled substances. First conviction: Up to one year imprisonment and fined up to \$10,000.

After one prior state or federal drug conviction: At least 15 days in prison and up to two years in prison and fined at least \$2,500 but not more than \$250,000 or both.

After two or more prior drug convictions: At least 90 days in prison and up to three years in prison and fined at least \$5,000 but not more than \$250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory five years and up to 20 years in prison and fined up to \$250,000 or both if:

1. First conviction and the amount of crack cocaine possessed exceeds five grams.
2. Second conviction and the amount of crack cocaine possessed exceeds three grams.
3. Third or subsequent conviction and the amount of crack cocaine possessed exceeds one gram.

21 U.S.C. 862

Provides for forfeiture of personal property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. (See special sentencing provisions re: crack cocaine)

21 U.S.C. 881(a)(4)

Provides for forfeiture of vehicles, boats, aircraft or any other conveyance used to transport, conceal or facilitate possession of a controlled substance.

21 U.S.C. 881(a)(7)

Provides for forfeiture of land, houses or buildings used to commit or to facilitate commitment of a violation of controlled substance laws.

21 U.S.C. 860

Provides enhanced penalties for distributing, or possessing with intent to distribute, or manufacturing a controlled substance in, on, or within 1,000 feet of a public university, school, playground and other locations. These include 20 years to life in prison plus \$4,000,000 fine for first offense; and twice any term of supervised release; 30 years to life in prison plus \$8,000,000 fine for second offense. After two or more felony drug convictions, a mandatory term of life imprisonment is imposed. Penalties are enhanced even more if death or personal injury results from the distribution of the substance near schools, public housing, video arcades, and other designated locations.

21 U.S.C. 862

Provides for the denial of Federal benefits to drug traffickers. These include student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense, up to five years for the second and subsequent offenses.

The foregoing is intended to illustrate and to summarize the likely penalties to result from the commission of a federal drug crime. It is not intended as a substitute for sound, personalized legal advice.

18 U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Virginia Laws Pertaining to the Unlawful Possession or Distribution of Controlled Substances, Illicit Drugs and Alcohol**ALCOHOL**

Virginia's Alcoholic Beverage Control Act contains a variety of laws governing the possession, use and consumption of alcoholic beverages. The Act applies to students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law is a Class 1 misdemeanor, for which the punishment is confinement in jail for up to 12 months and a fine of at least \$500 or a minimum of 50 hours of community service. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a Class 1 misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under age 21. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. A violation of the law is a misdemeanor for which the punishment is a fine up to \$250.
5. It is unlawful for any person under the age of 21 to use or attempt to use an altered or fictitious I. D. to purchase alcoholic beverages. Punishment is confinement in jail for up to 12-months and a fine of \$2,500, either or both. Driving privileges shall also be revoked for at least six months or up to one year.
6. It is unlawful for any person under 21 to operate any motor vehicle after illegally consuming alcohol. Violation of the law is a misdemeanor for which the punishment is loss of driver's license for six months and up to \$500 fine.

CONTROLLED SUBSTANCES AND ILLICIT DRUGS

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules", ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to 12 months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment

from five to 40 years and a fine up to \$500,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to \$500,000. For a third or subsequent offense, a mandatory five-year prison sentence is imposed.

7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to the possible following punishments. For Schedule III, exposes the violator to felony conviction with one to 10 years at the discretion of the court, can be a term of imprisonment of up to 12 months and a fine not more than \$2,500, either or both. For Schedules IV, exposes the violator to a felony with a term of imprisonment from one to five years or at the discretion of the court, the violator can be confined in jail for up to 12 months and a fine not more than \$2,500, either or both. For Schedule V, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to \$2,500, either or both.
8. Conviction for Possession of anabolic steroids carries a mandatory minimum jail term of six months. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 30 days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to 12 months and a fine up to \$2,500, either or both.
9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to 30 years.

Approved by the Board of Visitors on Nov. 16, 2006

Employee-Student Consensual Relationships**Policy Statement And Purpose**

Virginia Commonwealth University is committed to maintaining learning and work environments as free as possible from conflict of interest, exploitation, and favoritism. Therefore, employees, whether faculty or staff, shall not engage in consensual relations with students whenever the employee has a "position of authority" with respect to the student in such matters as teaching or in otherwise evaluating, supervising, or advising a student as part of a school program or employment situation.

In cases where one person uses a position of authority to induce another person to enter into a romantic and/or sexual relationship, the likely harm to the induced person and to the institution is clear. Even in cases where the relationship is deemed "consensual" by the involved parties, significant potential for harm remains when there is an institutional power differential between them. Clear examples of cases of power differential are romantic and/or sexual relationships between an instructor and student, an academic advisor and advisee, or an employer and student worker. Among other things, the existence of such relationships may cast doubt on the objectivity of any supervision and evaluation provided.

This policy is directed specifically to employee-student relationships and recognizes that both employees and students bear responsibility to avoid a conflict of interest. The student-teacher relationship represents a special circumstance because maintaining (or preserving) the integrity of this relationship is of fundamental importance to the central mission of the university. Even allegedly "consensual" relationships that occur in the context of educational supervision and evaluation can give rise to serious ethical concerns and present significant conflicts of interest. It is, therefore, incumbent upon both the employee and the student involved in the relationship to disclose the relationship so that appropriate accommodations can be made to remove the conflict of interest.

WHO SHOULD READ THIS POLICY

All faculty, staff, and students should read this policy.

RELATED DOCUMENTS

Rules and Procedures of Virginia Commonwealth University State and Local Government Conflict of Interests Act
State Policy 1.60, Standards of Conduct
University Policy on Administrative and Professional Faculty
University's Prohibition of Sexual Harassment Guidelines
VCU Promotion and Tenure Policy
VCU Rules and Procedures

CONTACTS

The Office of the Provost officially interprets this policy and shall revise or eliminate any or all parts as necessary to meet the changing needs of Virginia Commonwealth University. Please direct policy questions to the Office of the Associate Vice Provost for Academic Affairs.

DEFINITIONS**Consensual Relationships**

Romantic and sexual relationships willingly undertaken by the parties.

Employee

A person, faculty or staff, who holds a full-time, part-time, permanent, or temporary position at Virginia Commonwealth University. Includes, but is not limited to administrative, professional, instructional, and clinical faculty; adjunct faculty; graduate assistants; postdoctoral fellows; classified staff; and hourly employees.

Faculty

Faculty appointments (full-time and permanent part-time) include: Instructional (teaching and research) Faculty; Administrative and/or Professional Faculty; Collateral and Adjunct Faculty; Special faculty appointments, such as Visiting, Eminent Scholar, Emeriti and Affiliate Faculty; and graduate teaching assistants who are engaged in teaching or advising students.

Position of Authority

References and includes, but is not limited to, situations in which an employee is responsible for teaching, evaluating, supervising, or advising a student as part of a school program or employment situation or is in a position to influence any of these activities or processes.

Student

Any person enrolled full-time or part-time in any program of Virginia Commonwealth University and its various schools.

PROCEDURES**Multiple Roles**

There are occasions when an individual, initially classified as student, faculty, or staff in his or her primary role, will take on another role. For example, if a staff member is enrolled in a course, the staff member will be considered a student for purposes of this policy if a consensual relationship develops with the instructor of the course. A graduate student teaching a course is considered a faculty member if a consensual relationship develops with a student in the course.

Acknowledgement of a Consensual Relationship

In the event a consensual relationship exists or develops between an employee having a "position of authority" with respect to a student in the university, despite this policy prohibiting such relationships:

1. The employee shall immediately report the relationship in confidence to his or her immediate supervisor.
2. The student has the responsibility of reporting the relationship in confidence to the associate vice provost and dean of student affairs or the associate dean of student affairs.
3. A plan for resolving the conflict of interest must be developed. The supervisor and the associate vice provost and dean of student affairs or associate dean of student affairs shall make suitable arrangements for the objective evaluation of the student's academic performance and/or work performance for the protection of individual and university interests. To the extent possible, these discussions and the subsequent plans will be held in confidence.

Failure to Report Noncompliance

A faculty or staff member in a "position of authority" over a student with whom a consensual relationship exists, who fails to report him/herself, will be deemed to have created a conflict of interest and to have violated an ethical obligation owed to students, other employees, colleagues, and the university. Similarly, a student who fails to report a consensual relationship with an employee in a "position of authority" may also be subject to sanctions. Credible allegations of a faculty or staff member's

failure to report the existence of a relationship between a student and an employee in a "position of authority" with respect to the student obligates the immediate supervisor to conduct a prompt and thorough inquiry to determine whether there is any validity to the allegation. When it is concluded that a prohibited relationship exists, due to the existence of a "position of authority" as between the employee and the student, the immediate supervisor shall undertake a resolution to the conflict of interest and may impose sanctions against the employee.

Sanctions

Persons in violation of this policy shall be subject to sanctions ranging from verbal warnings to termination or expulsion from the university depending upon the severity of the offense. Should it be determined that disciplinary action is appropriate, the action to be taken shall be determined in the case of:

- Faculty by the provost and vice president for academic affairs after consultation with the appropriate vice president and/or dean and/or chair.
- Staff by the appropriate vice president, or the president in the event a vice president or one reporting directly to the president is involved.
- Students by the provost after consultation with the vice provost for student affairs and enrollment Services.

False Allegations

Persons who knowingly make false allegations that an improper relationship exists shall be subject to comparable sanctions.

Resource for Assistance

Staff in the offices of the vice provost for academic and faculty affairs, associate vice provost and dean of student affairs, associate dean of student affairs, and human resources are available to assist any party covered by this policy.

Approved by the Board of Visitors on Nov. 16, 2006

Equal Opportunity Policy, Reaffirmation of VCU's

Mission

Virginia Commonwealth University is a comprehensive, public university whose mission is to provide a fertile, stimulating environment for teaching, learning, research, comprehensive medical care and service; to promote the pursuit of knowledge; and, to disseminate professional skills.

Purpose

Virginia Commonwealth University will maintain a strong commitment to outstanding achievement, educational excellence and high principle. Activities of the university are designed to promote the continuing policy of providing equal opportunity for employment and education and access to all programs and services without regard to race, color, religion, national origin, age, gender, political affiliation, veterans' status, sexual orientation or disability.

Policy

It shall be the policy of this institution to provide employment, educational programs, health care services, research opportunities and other services provided to the public in a manner that will insure that the university's commitments to nondiscrimination are implemented. Access to all services is based on sound principles of nondiscrimination as expressed in the affirmative action plans and procedures.

Commitment

In addition to the commitments to equal opportunity and affirmative action set forth under its affirmative action programs, Virginia Commonwealth University is committed to a policy of nondiscrimination under the following laws and regulations:

Executive Order Number One (Gov. Timothy M. Kaine) Titles VI and VII of the Civil Rights Act of 1964, as amended Sections 503 and 504 of the Rehabilitation Act of 1973 Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 Age Discrimination in Employment Act of 1967, as amended Virginia Fair Employment Contracting Act of 1975 (Section 2.1-374 through 2.1-376, Code of Virginia) Title IX of the Education Amendments of 1972 Board of Rights for Virginians with Disabilities (Section 51.5-40, Code of Virginia) Americans with Disabilities Act of 1990, Public Law 101-336

Responsibility

The plans, policies, procedures, and activities of Virginia Commonwealth University will be monitored through the office of the provost and vice

president for academic affairs for full compliance with its commitments to equal opportunity. Further information may be obtained by contacting Velma Jackson-Williams, Assistant Vice Provost for Institutional Equity and Director, Office of EEO/AA Services, 901 W. Franklin St., suite 114, P.O. Box 843022, Richmond, VA 23284-3022, Telephone: 828-1347; TTY: 828-1420.

Honor System, VCU

POLICY STATEMENT AND PURPOSE

Section I: Introduction

Virginia Commonwealth University recognizes that honesty, truth, and integrity are values central to its mission as an institution of higher education. In a community devoted to learning, a foundation of honor must exist if that community is to thrive with respect and harmony. Therefore, members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty and integrity.

The Honor System Pledge is "On my honor, I have neither given nor received aid on this assignment, and I pledge that I am in compliance with the VCU Honor System." Neither the presence nor the absence of a signed pledge statement, however, shall prevent a student from being charged with a possible violation or from being held to the standards of the Honor System.

Section II: Rights and Responsibilities of the VCU Community

All members of the VCU community are presumed to have an understanding of the VCU Honor System and are required to:

- Agree to be bound by the Honor System policy and its procedures.
- Report suspicion or knowledge of possible violations of the Honor System.
- Support an environment that reflects a commitment to academic integrity.
- Answer truthfully when called upon to do so regarding Honor System cases.
- Maintain confidentiality regarding specific information in Honor System cases. However, facts, principles, and problems raised by cases, the knowledge of which benefit the Honor System and honor education, may be discussed with appropriate faculty and administrative representatives.

VCU Students:

All VCU students are presumed upon enrollment to have acquainted themselves with and have an understanding of the Honor System. Therefore, it is a student's responsibility to ask course instructors to clarify expectations for each assignment in order to be in compliance with the Honor System.

VCU Instructors:

To reinforce the terms and importance of the Honor System, all VCU instructors are expected to discuss the Honor System at the beginning of a course, to include a section on the Honor System in course syllabi, and to assess academic work on the specific assignment/exam as if there were no violations of the Honor System, until and unless otherwise determined by the Honor System.

Section III: Possible Violations

Academic dishonesty jeopardizes the quality of education and depreciates the genuine achievements of others. Academic dishonesty by a student will not be tolerated and will be treated in accordance with the procedures as outlined in the Honor System. If a student violates the Honor System, that student will suffer consequences; however, appropriate opportunities to remediate the situation and for the student to learn and to grow from the mistake will be considered.

The categories of academic dishonesty include, but are not limited to, any deliberate and dishonest act that results in, or could result in, a student receiving an unfair advantage in an academic matter:

- **Plagiarism:** Representing the words, ideas, facts, opinions, theories, illustrations, tables or any part of another's work as one's own on academic assignment without customary and proper acknowledgment of the source.
- **Cheating:** Receiving, giving and attempting to receive or give unauthorized assistance, such as materials, devices, information, notes, or sources, on academic matters.
- **Lying:** Transferring, transmitting or communicating any false statements concerning academic matters.
- **Stealing:** Taking or making academic materials inaccessible, thereby temporarily or permanently depriving others of its use or possession

- **Facilitation:** Helping or soliciting another person to commit an act of academic dishonesty.

Section IV: Sanctions

All proven cases of Honor System violations will be sanctioned appropriately under the relevant circumstances. Sanctions assigned by the Honor System are intended to address specific violations. In some cases, however, the assignment of a sanction may result in the lowering of the accused's cumulative grade point average, the accused's loss of a graduate assistantship, or the accused's dismissal from further enrollment in a program. Although the Honor System can consider and assign other sanctions, the recommended sanction for a student's first violation is an 'F' for an assigned course grade. Although the Honor System can consider and assign other sanctions, the recommended sanction for a subsequent determination of an honors violation is Suspension for at least three semesters.

Any student found guilty of an Honor System violation shall be subject to one or more of the following sanctions:

Honor Probation

Honor Probation is a written warning that indicates that a subsequent determination of an honors violation may result in a sanction of Suspension and/or Expulsion.

Other Relevant Sanction

The Honor Council may assign other relevant sanctions, including, but not limited to, restitution, community service, special projects, and special educational requirements. A student who fails to complete these sanctions, fails to provide documentation of completion of the sanctions, or who commits an honor violation while completing these sanctions, shall be required to appear before an Honor Council. At that time, the student shall be considered under the recommendation for a subsequent violation.

Assignment of Grade on a Test/Paper/Assignment

A grade of "0" can be assigned for a test/paper/assignment. The grade shall be factored into the course grade.

Assignment of Course Grade

A course grade of "F" can be assigned for the course in which the accused committed the violation. Grades assigned by the Honor System may not be voided by withdrawal from a course, withdrawal from the university, by use of the Repeat Course Option, or through the Grade Appeal Procedure. A transcript notation shall be placed for this sanction. This sanction is a university disciplinary action that may be reported to external agencies upon request.

Suspension

Suspension is a separation from the university for a specified period of time, not to exceed two years. After the suspension has been served, a student may be permitted to resume classes. A transcript notation shall be placed for this sanction. This sanction is a university disciplinary action that may be reported to external agencies upon request.

Expulsion

Expulsion is a separation from the university for an unspecified period of time.

After five years, a student who has been expelled may petition the Honor Council for permission to make application for readmission to the university. An expelled student who is permitted to apply shall meet all other university admission requirements and will be judged competitively with other applicants. A transcript notation shall be placed for this sanction. This sanction is a university disciplinary action that may be reported to external agencies upon request.

Revocation

When a violation invalidates a major piece of work required for a degree, then the sanction may include a recommendation to the university president for rejection of a thesis or dissertation or revocation of a degree or certificate. A transcript notation shall be placed for this sanction. This sanction is a university disciplinary action that will be reported to external agencies upon request.

Section V: Rights and Responsibilities Arising From Possible Violations

Accused

In all cases, the accused shall be accorded and informed of the following rights:

- To a status of good standing at the university and a presumption of innocence until otherwise determined by the Honor System based upon clear and convincing evidence to support a finding of guilt.
- To remain silent at any meeting or hearing.
- To refrain from admitting self guilt at any time.
- To a reasonable time frame, at least seven days after receiving notification of the possible violation excluding weekends and official university holidays, within which to prepare a response to the possible violation.
- To request that the case be referred to an Honor Council hearing after an initial investigation and determination.
- To appeal, upon request within the specified time frame, any decision until final determination by the President.
- To procure and to utilize an advisor (not an attorney).

Accused and the Accuser

In all cases, the accused and the accuser shall be accorded and informed of the following rights and responsibilities:

Rights

- To obtain a current copy of the Honor System.
- To obtain a list of Honor Council members.
- To a reasonable written notice of facts and information underlying the possible violation, including but not limited to, a statement of the possible violation, the accuser's identity, and the sanctions to which the accused may be subject if found guilty.
- To obtain, present, question, and refute evidence utilized as part of an investigation or determination.
- To a meeting or hearing at which both the accuser and the accused may be represented and the accuracy of the possible violation determined.
- To an investigation of a possible violation, to be conducted promptly, insofar as possible, and in a manner that minimizes public disclosure of either's identity.
- To a reasonable written notice of an Honor Council hearing, if arranged, that would be held no sooner than five days, excluding weekends, holidays, and official university holidays, and no later than twenty days, excluding weekends and official university holidays, from the date of receipt of written notification of the hearing.
- The right to a closed hearing, if requested, except for observers to be chosen by the accuser, the accused, the Honor System Administrator, or the Executive Board.
- To request a reasonable delay, for cause, before or after an Honor Council hearing is scheduled.
- To appeal, upon request within the specified time frame, the pre-hearing determination and/or the sanction.
- To participate in a meeting, upon request, with the Academic Integrity Officer or the Chair of the Honor Council hearing to discuss the rationale behind the determination and/or sanction.

Responsibilities

- To read and to respond promptly to all communication regarding the Honor System.
- To make truthful statements during an investigation, meeting or hearing.
- To refrain from harassing, pressuring or intimidating the accuser, the accused and other relevant parties involved in the case.
- To report any harassment, pressure or intimidation arising from an Honor System case.

Section VI: Executive Board

The Executive Board shall be comprised of four graduate/professional students, four undergraduate students, six faculty members, and the Honor System Administrator. Faculty and students will be drawn from the Honor Council membership. The Executive Board shall serve for one year and may be re-appointed. The Executive Board responsibilities shall include, but are not limited to, assisting with orienting Honor Council members to the Honor System, including issues of confidentiality and review of procedures, surveying each accuser and accused from the previous year to determine their level of satisfaction with the Honor System, and reviewing annually the Honor System procedures and recommending changes if needed.

Section VII: Honor System Administrator

The Provost and Vice President for Academic Affairs shall designate an Honor System Administrator and an alternate Administrator. In the absence of the Administrator, the alternate will serve. The Administrator and alternate shall be responsible for, but not be limited to:

- Orienting Honor Council members to the Honor System.
- Assigning the Academic Integrity Officer to investigate possible violations.
- As needed, assigning an investigator other than the Academic Integrity Office to investigate possible violations. This may be at the request of the accused or accuser if there appears a bias or conflict of interest or to ensure that an investigation and determination is completed within the timeframe specified by this document.
- Coordinating Executive Board meetings and Honor Council hearings.
- Providing direction when there are questions regarding policy and procedures.
- Reviewing findings and determinations regarding policy and procedures.
- Maintaining case records.
- Submitting annually to the university community a report on honor violations and sanctions, omitting any identifying information from the cases.
- Responding to requests for information, when permissible by law or by the relevant parties, from internal and external sources.

Section VIII: Academic Integrity Officer

Under the direction of the Honor System Administrator or alternate Administrator, an Academic Integrity Officer will have responsibility for:

- Investigating all Honor System allegations.
- Completing the investigation and issuing a determination within 30 calendar days of being assigned a case.
- Assigning sanctions or referring the case to the Honor System.
- Presenting the facts in regard to the investigation, determination, and evidence at Honor System hearings.
- Preparing and keeping a deidentified record of pertinent facts on each case.

Section IX: Honor Council

Honor Council members shall be current VCU students and faculty who are elected, selected, or appointed. Faculty appointments will take into account the diversity of the VCU faculty and input from the Faculty Senate. Student appointments will take into account the diversity of the student body and input from the Student Government Associations. In order to serve, students must be in good academic and disciplinary standing, not have a pending honors violation and not have been found guilty previously of an honors violation. All Honor Council members shall receive training prior to acting officially in any Honor System capacity.

Section X: Procedure

Filing of possible violation: If a member of the VCU community identifies a possible violation, an initial description of the possible violation must be filed in writing with the Honor System Administrator within 30 calendar days of discovery. Discovery occurs only when the accuser possesses sufficient proof of a possible violation. At any point after a case has been filed, it may be withdrawn. A possible violation that is filed after the 30-day deadline will not be considered.

The accused, the accuser and the course instructor shall be notified in writing via VCU email, the U.S. Postal Service and/or other appropriate means of communication that a notice of a possible violation has been filed and that an investigation will occur. The accused and the accuser shall each be assigned and/or shall select an Honor Council member who may serve as an advisor. Additionally, the accused and the accuser each have the right to select someone other than an Honor Council member, not an attorney, to be an advisor. The accused and the accuser will each be encouraged to meet with an advisor to review the Honor System and his/her rights and responsibilities. The Academic Integrity Officer shall also inform the accused and accuser of all rights and responsibilities. The accused shall be informed that the university will not issue a degree to any student accused of a possible violation of the Honor System until a case has been investigated and adjudicated completely, including appeals.

Investigation of possible violation: The Academic Integrity Officer will undertake an investigation and issue a determination. The investigation may include, but is not limited to, meeting with and taking statements from the accuser and the accused, seeking information from other students, faculty, or staff, reviewing the accused's transcript, exams, papers, and other relevant material, and conducting other actions as appropriate. All parties involved in the investigation shall maintain confidentiality regarding information and all documents shall be maintained in a secure file.

Determination of possible violation: Within 30 calendar days of being assigned a case the Academic Integrity Officer shall complete an investigation and issue a determination. The 30-day deadline can be extended by the Honor System Administrator in special circumstances when parties required for completion of the investigation are unavailable during that time period. The determination shall include a finding as to whether the student is innocent or guilty of an honor violation and, if found guilty, assign a sanction. The accused, the accuser and the course instructor shall be notified of the determination within five days, excluding weekends and university holidays.

A case will be referred to the Honor Council if the accused is on Honor Probation, there are multiple possible violations or if the Academic Integrity Officer determines that the possible violation could warrant a sanction of Suspension, Expulsion or Revocation. In these cases, an Honor Council hearing shall be convened to determine whether the student is innocent or guilty of an honor violation and, if found guilty, assign a sanction.

If it is determined that the accused has not violated the Honor System, and there is no appeal by the accused or the accuser, the case shall be finalized. All documents related to the case shall be returned to the original sources and/or destroyed. The accused, the accuser and the course instructor shall be notified in writing of the determination within five days, excluding weekends and university holidays.

If it is determined that the accused has violated the Honor System, and there is no appeal by the accused or the accuser, the case shall be finalized. The accused, the accuser and the course instructor shall be notified in writing of the determination within five days, excluding weekends and university holidays. Sanctions assigned by the Honor System shall go into effect when the case becomes final.

Appeals of Academic Integrity Officer Determination: The accused and the accuser have the right to request that the determination of the Academic Integrity Officer be appealed to the Honor Council. The request must be filed with the Honor System Administrator within five days of receipt of the determination notification, excluding weekends and university holidays. Upon receipt of an appeal, an Honor Council hearing shall be convened.

Section XI: Hearings

An Honor Council hearing panel shall consist of five members: three students, two faculty, and one non-voting Chair. An Executive Board student member shall serve as the non-voting Chair. The Administrator or alternate shall attend the hearing to assist the Chair. The required number of Honor Council members must be present in order to hold the hearing.

The three student members shall be of the same classification as the accused (i.e., undergraduate or graduate/professional). One of the student members shall be, if possible, from the accused's school. Honor Council members shall disqualify themselves from a hearing in which they have a conflict of interest with either the accuser or the accused. In these instances, an alternate member shall be assigned.

Honor Council hearings shall be flexible enough to provide for the consideration of all information. If the accused does not appear for a hearing either through refusal to attend, failure to locate following a good-faith attempt to do so, or by withdrawal from the university, the hearing shall proceed without the accused.

The following general format used for Honor Council hearings shall include, but is not limited to:

- Introduction of Honor Council members and participants in the case.
- Statement of the date, time, and location of the hearing.
- Brief summary of the possible violation.
- Reminder to the accused and the accuser of all afforded rights and responsibilities.
- Reminder to the accused that it is an honor violation to make knowingly false statements to the Honor Council.
- Reminder that the accused is considered not in violation of the Honor System unless there is clear and convincing evidence. Clear and convincing evidence requires that the evidence presented by the accuser must convince the Honor Council that it is substantially more likely than not that the accused has violated the Honor System
- Reminder that the university community considers violations of the Honor System to be serious infractions.
- Reminder that the Honor System exists to protect honest students and alumni from those who gain, or seek to gain, an unfair advantage in an academic setting.
- Reminder that the hearing, but not the deliberations, is being recorded.

- Questions by the Honor Council, accused or accuser at any time.
- Presentation of evidence and witnesses by the accuser.
- Presentation of the investigation, the determination, and evidence by the Academic Integrity Officer.
- Presentation of evidence or witnesses by the accused or accused's advisor.
- Closing statement by the accuser.
- Closing statement by the accused or accused's advisor.

Section XII: Honor Council Deliberations

After the hearing, the Honor Council goes into closed-session deliberations. The Administrator or designee shall not be present for the deliberations. The purposes of the deliberations are to apply the standard of clear and convincing evidence to determine if the accused is guilty of violating the Honor System and, if there has been a violation, to assess a sanction. If there are multiple possible violations, the members shall determine if the accused is guilty on each possible violation. Members will state their opinions on each possible violation. Four of the five members must concur to determine that the accused is in violation of the Honor System. When there is a determination that a violation has been committed, there shall be a discussion of the sanction.

Members shall state their opinions and rationale regarding the sanction. Three of the five voting members must concur to determine the sanction. The Chair shall notify the Administrator or designee of the Honor Council's determination. The decision shall be to the accused, the accuser, the course instructor, and the dean of the accused's school within five days, excluding weekends and university holidays.

Section XIII: Appeal of Honor Council Finding

If the accused is determined by an Honor Council hearing to have violated the Honor System, the accused may request, within five days of receipt of notification, excluding weekends and university holidays, that the case be sent to the University Appeal Board. A university Appeal Board hearing shall be convened and all parties shall be notified. The chair shall represent the Honor Council before the Appeal Board and the accused and accuser may be accompanied by an advisor, not a lawyer serving as legal counsel, who may participate in the appeal hearing.

In considering an appeal, the University Appeal Board shall consider only the following issues:

- Whether the Honor Council's process was conducted fairly and in accordance with prescribed procedures.
- Whether there is new evidence or relevant information not available at the time of the Honor Council hearing that, if consequential, may result in a remanding of the case to an Honor Council.
- Whether the original decision was supported by substantial evidence.
- Whether the Honor System was improperly interpreted or misapplied by the Honor Council.
- Whether the sanction imposed was proportionate to the gravity of the violation.

The University Appeal Board can recommend dismissal of some or all of the possible violation, assignment of the same or different sanction, remanding the case to the Honor Council, and/or affirm the Honor Council's decision. The University Appeal Board cannot recommend imposition of a higher sanction than was assigned by the Honor Council. The University Appeal Board's recommendation and the case material shall be submitted to the President, or designee, for review and action. The decision of the president is final. If the president upholds the finding of guilt and the sanction, the sanction shall take effect retroactive to the initial determination of being in violation of the Honor System.

Section XIV: Records

All Honor System records shall be maintained with sufficient safeguards to ensure confidentiality. An annual summary report of all cases, with all identifying information removed, shall be made available to the VCU Board of Visitors. The summary report may be made available upon request to internal or external sources at the university's discretion. With respect for confidentiality and regardless of the finding of guilt or innocence, the Academic Integrity Officer or the Honor System Administrator shall prepare and keep a record of pertinent facts on each case. Deidentified cases and composite data will serve the purpose of honor education for the university community.

All records of Honor System violations and sanctions assessed not involving Suspension or Expulsion shall be kept at least until completion of the academic program in which the student is enrolled at the time of the violation or three academic years following the violation, whichever is longer. A transcript notation that is assigned by the Honor System

will remain on the student's transcript. No earlier than five years from the date the sanction was assessed, a student may request removal of transcript notations except those for suspension, expulsion or revocation. All records of violations and sanctions involving suspension, expulsion or revocation shall be maintained permanently by the provost and vice president for academic affairs, or designee, with sufficient safeguards to ensure confidentiality.

Section XV: Amendments

The Executive Board shall review annually all procedures and may make recommended changes to the provost and vice president for academic affairs. The provost and vice president for academic affairs may appoint a committee to conduct a complete review of the Honor System at any time, but at least every five years. The provost and vice president for academic affairs shall forward all proposed revisions to the Honor System to the university community, including the Faculty Senate and the Monroe Park Campus and MCV Campus Student Government Associations, for review and comment. Final revisions shall be submitted to the University Council for action in accordance with its normal procedures. Revisions as approved by the University Council shall be forwarded to the Board of Visitors for final approval and will become effective as soon as practical following BOV approval.

Approved by University Council: Oct. 19, 2006

Approved by Board of Visitors: Nov. 16, 2006

Effective: Fall 2007

Rights of Students Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

- The right to inspect and review the student's educational records within 45 days of the day the university receives a request for access.
 - Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
 - Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Visitors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory information may be released without a student's prior consent; this information is limited to:

- Student name.
 - Date admitted.
 - Mailing address and telephone number.
 - Local address and telephone number.
 - University email address.
 - Semesters of attendance.
 - Major(s).
 - Minor.
 - Specialization.
 - School.
 - Enrollment status.
 - Full- or part-time status.
 - Classification (freshman, sophomore, etc.).
 - Degree sought.
 - Honors and awards.
 - Degrees and dates received.
 - Participation in officially recognized intercollegiate sports, weight, height, hometown, parents' names and previous school(s) attended (for members of athletic teams).
 - Emergency Contact Information.
 - Photograph.
 - Student ID (V number).
4. The right to file a complaint with the US Department of Education concerning alleged failures by Virginia Commonwealth University to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5901
(www.ed.gov/policy/gen/guid/fpco)

Modified to reflect changes to the Family Educational Rights and Privacy Act published Nov. 21, 1996.

Note: Students have the right to withhold the release of information designated as "directory information" by submitting to the Office of Records and Registration (www.vcu.edu/enroll/var), not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

Rules and Procedures, VCU

Introduction

Virginia Commonwealth University is an academic community given meaning through the mutual respect and trust of the individuals who learn, teach, and work within it. Each member of this community is entitled to certain rights and privileges which must be protected through fair and orderly processes and which are best safeguarded when members act in an orderly and responsible manner. Each member of the university community is equally entitled to the protection of this document.

I. Application

This document governs the conduct of all persons on university premises; that is, on the campuses of VCU, and other property or facilities owned, controlled, or being used by the university. The provisions of this document are applicable to all members of the university community composed of faculty, administrators, staff, and students, as well as licensees and invitees. Statutes of the Commonwealth of Virginia, city or county codes, and federal laws apply on university premises, and violators of such laws will be subject to the provisions thereof, in addition to the sanctions of this document. In general, it is the policy of Virginia Commonwealth University not to become involved in adjudicating off-campus conduct of members of the university community. However, the institution also has a commitment to protect its own welfare and that of its members. Thus in those circumstances where the off-campus behavior of a member of the university community significantly impairs the university-related functioning of another member or gives rise to serious danger to the university community, the provisions of this document will apply to off-campus behavior of members of the university community. Such conduct may subject the violator to the provisions of law, in addition to the sanctions of this document. Additionally, in cases where off-campus conduct of a student has resulted in a criminal conviction or an adjudication of civil liability by a court of law, the university may

exercise the right to impose the sanctions of this document even though the off-campus conduct does not significantly impair the university-related functioning of another member of the university community or does not give rise to serious danger to the university community. Any decision to exercise this right will be at the determination of the Provost or his/her designee.

II. Relationship to Other University Policies and Regulations

All duly constituted university regulations issued pursuant to university activities and functions remain in force and effect and will be observed. Consequently, members of the university community may be charged for a single incident under such regulations and under provisions of this document as well except that charges for a single incident may not be brought under Rules and Procedures, if a charge has been, or is in the process of being, brought under the Grievance Procedures for State Employees, the Faculty Grievance and Appeal Procedures, or the Promotion and Tenure Policies and Procedures.

III. Rights and Prohibited Conduct

Free inquiry and free expression are indispensable to the objectives of an institution of higher education. To this end, peaceful, reasonable, and lawful picketing and other orderly demonstrations in approved areas shall not be subject to interference by the members of the university community. Nor shall any member of the university community be subject to limitation or penalty solely because of the lawful exercise of these freedoms; however, those involved in picketing and demonstrations may not engage in conduct that violates the rights of any member of the university community.

These rules shall not be construed to restrain controversy or dissent, or to prevent, discourage, or limit communication between and among faculty, students, staff, and administrators. The purpose of these rules is to prevent abuse of the rights of others and to maintain public order appropriate to the university.

A. The Right to Academic Freedom and to Equal Educational and Occupational Access

The university is committed to providing an environment conducive to academic freedom, free inquiry, and equal access to educational and occupational opportunities. The principle of academic freedom requires all persons to respect another's dignity, to acknowledge another's right to express differing opinions, to cultivate and to cherish intellectual honesty, and to promote freedom of inquiry and expression. It is therefore the policy of the university that no act of any member of the university community shall serve to restrain or inhibit access to opportunities or the exercise of these freedoms. To that end, no person, either singly or in concert with others, shall willfully:

1. Discriminate against another person on a basis not reasonably related to the educational or job functions involved on the basis of race, ethnicity, sex, religion, color, creed, disability, sexual orientation, marital status, and age.
2. Harass or intimidate any person.
3. Cause physical injury or threaten any person with force or violence.
4. Have in his or her possession any firearm, other weapon, or explosive, regardless of whether a license to possess the same has been issued, without the written authorization of the president of the university. This restriction does not apply to persons whose duties lawfully require the possession of firearms or other weapons.
5. Disrupt or prevent the peaceful or orderly conduct of classes, lectures, meetings, or other university functions, or interfere with the lawful freedom of other persons, including invited speakers, to express their views.
6. Falsify or forge an official university record or document or file documents with the university with the intent to mislead.
7. Lie, cheat, steal, or plagiarize. Violations of lying, cheating, plagiarism, and stealing will be adjudicated through this or other applicable documents. Student academic violations of lying, cheating, plagiarism, and stealing will be referred to the VCU Honor System for adjudication.
8. Violate any duly authorized university rule or regulation issued pursuant to a specific university function, for example, regulations applicable to social events, the library, or university hospitals.
9. Incite others to commit any act which has been herein prohibited.
10. Bring charges against a member of the university community that are spurious, or that are intended primarily to harass or maliciously defame, or that are designed to intentionally overburden the adjudicatory system.

B. The Right to Appropriate Use of University Premises in the Pursuit of Educational Goals, Occupational Endeavors, and Recreational Activities

No person, either singly or in concert with others, shall willfully:

1. Unreasonably stop or obstruct the free movement of any person or vehicle, or unreasonably obstruct a passageway, entrance, or exit.
2. Refuse to leave any university premise after being ordered to do so by an authorized member of the university community.
3. Destroy or damage land, buildings, or equipment owned or controlled by the university, the personal possessions of any individual, or without proper authorization, use, remove, or fail to return such property.
4. Without permission, expressed or implied by the duly assigned occupant, enter any office of an administrative officer, faculty member, or employee, or student office or room. This does not prohibit the right of university law enforcement officers or maintenance personnel to enter private rooms, offices, or any other university facility to prevent damage to or protect persons or property.
5. Enter into, or remain in, any university premise for other than an authorized purpose, or remain beyond the prescribed hours for utilization of the facility, without written permission from a university community member authorized to give such permission.

C. Student Off-Campus Conduct

When determined to be detrimental to the interests of the university by the Provost or his/her designee, certain off-campus conduct by students, that does not involve another member of the university community or otherwise does not give rise to serious danger to the university community but which results in a conviction of a criminal offense or an adjudication of civil liability by a court of law, may subject the convicted or adjudicated student to the penalties of this document. Such offenses include, but are not limited to, the following:

1. Theft, destruction, defacing (e.g., graffiti) or damaging (e.g., vandalizing) land, buildings, equipment or property of others.
2. Possession, use, sale or distribution of illegal drugs or substances or the underage possession and/or consumption of alcohol.
3. Assault and/or battery, sexual assault, threats, stalking or domestic violence or other offenses causing personal injury or death.
4. Breach of the peace (e.g., disorderly conduct, public drunkenness, unlawful assembly, etc.).

D. Prohibitions from Other Policies

There are a number of separate policies that specify further prohibitions, and that refer to the procedures and penalties of this document. A list of such policies can be obtained from the office of the senior vice president for administration.

IV. Penalties and Other Disciplinary Actions

Any person who violates the provision of this document is subject to one or more of the following penalties and/or disciplinary actions: Classified employees and faculty may also be subject to penalties under other university policies.

A. Censure

Censure may be imposed by the University Hearing Board, or by the president upon the recommendation of the University Appeal Board, or in the event the accused waives the right to a hearing, by the administrator receiving the charges. Censure is a written warning advising that the individual has been judged guilty of conduct which violates the provisions of this document and that the individual must avoid a recurrence of conduct which violates the provisions of this document. Censure is an official warning and is not reported to external agencies as a university disciplinary action.

B. Probation

Probation may be imposed by the University Hearing Board or by the president upon the recommendation of the University Appeal Board, or in the event the accused waives the right to a hearing, by the administrator receiving the charges. Probation is a written warning indicating that the individual has been judged guilty of conduct which violates the provisions of this document. An individual on Probation who is charged with another violation of this document will be required to appear before the University Hearing Board or appropriate administrator for consideration of Separation or Dismissal from the university. (See IV.D.) Probation is an official warning and is not reported to external agencies as a university disciplinary action.

C. Public Service and/or Educational Experience

Assignment of hours of Public Service or Educational Experience may be imposed by the University Hearing Board, or by the president upon the recommendation of the University Appeal Board, or by the administrator receiving the charges. Public Service or Educational Experience may be within the university, or in the larger community. Such Public Service or Educational Experience should ideally bear some relationship to the offense committed. Documentation of successful completion of the assigned hours of Public Service or Educational Experience must be provided by the accused within a specified time period in the form of a written certification from the supervisor of the community or university organization/office where the service or Educational Experience was performed. An individual assigned Public Service and/or Educational Experience who fails to complete the assignment and provide documentation will be required to appear before the University Hearing Board or appropriate administrator for this violation and may be considered for separation or dismissal from the university. Public Service and/or Educational Experience is not reported to external agencies as a university disciplinary action.

D. Separation and Dismissal

Separation or dismissal may be imposed by the University Hearing Board or by the president upon the recommendation of the University Appeal Board, or in the event the accused waives the right to a hearing, by the administrator receiving the charges. (See V.D.2.b.) Separation or dismissal may be imposed even though the violator has not previously received a censure or been placed on probation. Separation can be given for a definite period of time up to two years. A dismissal will be for an indefinite period. (See IV.F.) If the accused is a faculty member, an administrator, or a classified or hourly employee, the separation or dismissal will be effected according to the conditions stipulated in the policies and contract under which the accused member is employed. Separation and dismissal are university disciplinary actions which may be reported to external agencies.

E. Interim Suspension

Interim suspension may be imposed as described in Section V.D.3.

F. Reinstatement After Separation or Dismissal

Only when a penalty of separation has been removed by expiration or when dismissal has been removed by action of the University Appeal Board may an individual petition the appropriate admissions committee or hiring agency for reinstatement. Faculty members and administrators separated for eight months or less will be automatically reinstated. In cases of dismissal, the individual may, after two years, annually request the University Appeal Board to alter the penalty so as to allow the individual to apply for reinstatement to the university. Such individuals must meet all other university requirements and be judged competitively with other applicants before being reinstated. (See VI.A.3.)

G. Penalties Against a Licensee or Invitee

When the accused is a licensee, invitee, or visitor, authorization to remain on the campus or other facilities used by the university may be withdrawn, and he or she may be directed to leave the premises. Failure to leave or unauthorized return may subject the individual to applicable penalties under city, county, or state laws. A licensee, invitee, or visitor may petition the president of the university in writing to authorize a hearing before the University Hearing Board to determine whether there are proper and sufficient grounds for being excluded from university premises. The University Hearing Board shall present its recommendations directly to the president. There will be no further appeal.

H. Restitution

Restitution by the violator to the university or to members of the university community may serve, in certain instances, in lieu of or in addition to the application of the above penalties.

V. Procedures

A. Informal Complaint Option

1. The Informal Complaint Option is intended to provide an opportunity for an informal resolution of a complaint by a member of the university community or a department or unit of the university against other member(s) of the university community. The administrator receiving the informal complaint serves as a neutral mediator to resolve the complaint, although the administrator receiving the informal complaint is authorized to take several actions against the accused as specified below. Action taken through the informal complaint option does not negate the right of the complainant to file a formal charge under the procedures specified in V.B.
2. Any member of the university community or a department or unit of the university may make an informal complaint about any other member(s) of the university community. All informal complaints involving charges of discrimination (III.A.1) or harassment (III.A.2) must be in writing and are filed with the assistant vice president for human resources. Informal complaints not involving charges of discrimination or harassment must be in writing and are filed as follows:
 - a. Informal complaints against the president shall be filed with the rector of the Board of Visitors.
 - b. Informal complaints against a student shall be filed with the dean of student affairs.
 - c. Informal complaints against a faculty member (including academic department chairs) shall be filed with the academic dean of the accused faculty member.
 - d. Informal complaints against a classified or hourly employee shall be filed with the assistant vice president for human resources.
 - e. Informal complaints against an administrator shall be filed with the appropriate vice president or provost.
 - f. Informal complaints against an administrator reporting to the president shall be filed with the president.
3. The administrator receiving the informal complaint shall conduct a confidential investigation by interviewing the individual(s) bringing the complaint and the individual(s) accused in the complaint. When necessary, the administrator also may interview other individuals who have direct and specific information regarding the behavior alleged in the complaint. At the discretion of the administrator receiving the informal complaint, staff members from other areas may assist with the investigation interviews, (e.g., a female staff member from the Division of Human Resources could assist with a complaint related to sexual harassment.)
4. As soon as reasonably possible after the conclusion of the interviews, the administrator shall schedule a joint conference involving the administrator, the individual(s) bringing the complaint and the individual(s) accused in the complaint. As appropriate, the administrator may suggest one or more of the following options to resolve the complaint, such as:
 - a. Apologies, written or verbal.
 - b. Specific understandings for future contact and behavior between and among the parties involved in the Informal Complaint.
 - c. Specific actions intended to correct or compensate for the behavior alleged in the complaint. If all parties to the complaint agree to the conditions of the options offered by the administrator, the complaint shall be considered resolved, notwithstanding the option of the complainant to bring charges as noted in V.A.1. The administrator shall prepare and maintain a memorandum to the file which summarizes the results of the investigation and the terms of the agreement to resolve the complaint.
5. If the options suggested in V.A.4 are not accepted by all parties to the complaint, or, if the administrator determines that the circumstances warrant further action, the administrator is authorized to take actions or penalties such as, but not limited to the following:
 - a. Issue a verbal or written warning to the accused member of the university community. Such a warning would inform the accused formally of the nature of the complaint, provide the name of the individual(s) bringing the complaint, provide an explanation as to why the behavior in question was unacceptable, and caution that further complaints could lead to more serious penalties.
 - b. Assign a censure as described under IV.A.
 - c. Assign public service or educational experience as described under IV.C.
 - d. Require restitution as described under IV.H.
6. If the accused disagrees that an action or penalty is warranted, he or she may request, in writing, within 10 days, excluding weekends and official university holidays, of receipt of the notification of the decision of the administrator, that the administrator refer the case to the University Hearing Board. The administrator shall honor this request. During the hearing process, the accused has the same status as held prior to the action of the administrator.

7. Unless a penalty as specified under V.A.5.a.-d. is assigned, or unless the accused requests that the case be referred to the University Hearing Board, there will be no formal records maintained by the administrator regarding any informal complaint, except as provided in V.A.4.c. above.

B. Formal Charges

- Charges against an invitee, licensee, or any other person who is not a member of the university campus. Any member of the university community may bring charges against an invitee, licensee, or any other violator who is not a member of the university community. Upon notification of such charge, the president of the university or a designee may inform the charged person that he or she is not authorized to remain on the university premises and may direct that person to leave. If the charged person refuses to leave, the president or designee may cause ejection from the university premises.
- Charges against the president.

Any member of the university community may bring charges against the president of the university. These charges must be in writing and directed to the Board of Visitors of the university. The Board of Visitors shall adjudicate the charges as it deems proper.
- Charges against other members of the university community. Any member of the university community may bring charges against any other members of the university community. Such charges must be in writing and filed as follows:
 - Charges against a student shall be filed with the dean of student affairs, except as provided in V.G.4.
 - Charges against a faculty member (including an academic department chair) shall be filed with the academic dean of the accused faculty member.
 - Charges against a classified or hourly employee shall be filed with the assistant vice president for human resources.
 - Charges against an administrator shall be filed with the appropriate vice-president or provost.
 - Charges against an administrator reporting to the president shall be filed with the president.
- Charges may be brought by a department or unit of the university (for example, police department, VCU Libraries, Enrollment Services, etc.). In such cases, the unit head will designate a representative to act as accuser.
- In order to be considered, a charge must be brought within two years of the incident for which the charge is being brought.

C. Preliminary Evaluation of Charges

The administrator with whom the charge is filed will determine within 30 calendar days of receiving a charge whether the charge warrants further investigation. If the administrator decides that the accusation should be dropped, he or she shall notify the individual who filed the charge. Should the individual filing the charge disagree with the administrator, he or she may request, in writing, within 10 working days, that the administrator refer the charge to a panel of three administrators designated to receive charges in V.B.3., one each to be selected by the administrator with whom the charge was filed, the accused, and the accuser. All such requests will be granted. Within 30 calendar days of the charge being referred to the panel, the panel shall review the charge and information, and direct the administrator either to terminate further action or proceed with an investigation in accordance with V.D.

D. Action by the Administrator

If the administrator determines that the charge warrants investigation, he or she will appoint a designee to conduct one. The administrator shall provide written notification to both the accused and the accuser of the name of the appointed investigator. The accused, and the accuser, may request once each that the investigator be disqualified for bias or conflict of interest. To be considered, this request must be in writing and delivered to the administrator within seven working days of notification. The administrator will then decide whether the investigator is to be disqualified, and his/her judgment is final. If a new investigator is appointed, the administrator shall provide written notification to both the accused and the accuser of the name of the new investigator. The administrator shall also provide written notification to the accused of the charges and who filed them. The investigator shall then consult with the accused and perform such fact finding activities as might be necessary. Both the accused and the accuser have the right to be accompanied by an adviser when meeting with the investigator and throughout the procedures described in this document. The administrator shall ensure that investigator's report is received, and one of the following actions is taken, within a reasonable period—and no later than one year—of decision to investigate:

- If the administrator determines that action is not warranted, he or she shall, in writing, notify both the accused and the accuser. Should the accuser disagree with this decision, the accuser may request, in writing, that the administrator refer the charge and all information obtained by the investigator to a panel of three administrators designated to receive charges in V.B.3., one each to be selected by the administrator, the accused, and the accuser. All such requests will be granted. Within a reasonable period—and no later than six months—of the charge being referred to the panel, the panel shall review the charge and information obtained upon investigation by the administrator or by the panel (if it deems further investigation desirable), and direct the administrator either to terminate any action or proceed under V.D.2.
- If the administrator decides that the charge warrants further action, he or she shall proceed by one of the following alternatives:
 - If the administrator determines that the charge has been substantiated, but is insufficient to cause separation or dismissal, he or she shall censure, assign public service and/or educational experience, place the accused member on probation, or any combination of these actions. If the accused member disagrees the penalty is warranted, he or she may request, in writing within 10 days of receipt of notification of the action, that the administrator refer the case to the University Hearing Board. The administrator shall honor this request.
 - If the administrator determines that the charge is of such nature that conviction would subject the accused member to possible separation or dismissal from the university, the administrator shall, except as immediately noted, refer the case to the University Hearing Board. If the accused states in writing that he or she waives the right to a hearing and agrees to accept the decision of the administrator without appeal, then the administrator will decide the case and appropriate penalty.
- Interim Suspension
 - If the university president or designee determines that the presence of an accused member of the university community presents a serious and immediate threat to the university, the president or designee may immediately suspend that member, if this is permitted by the policies and contracts governing the accused.
 - The president or designee shall cause a hearing to be conducted within five days excluding weekends and official university holidays to determine the validity of the interim suspension and to determine if it should continue. Such hearing will be conducted within the University Hearing Board guidelines contained in V.F. and V.G. If the interim suspension is determined to be not valid, the accused shall be allowed to resume a customary and usual role within the university community without penalty.
 - If the interim suspension is continued, another hearing must be held to adjudicate the case no sooner than five days nor later than 10 days, excluding weekends and official university holidays, of the date of the interim suspension hearing. If the interim suspension is not continued, another hearing must be held to adjudicate the case as soon as possible.

E. University Hearing Board

- The University Hearing Board will be constituted annually at the beginning of the academic year and will consist of the following members:
 - A chair appointed annually by the president of the university. The chair shall be non-voting, except in the case of a tie vote.
 - Two students, only one of whom shall serve on a given case, as outlined below:
 - A student from the Monroe Park Campus appointed annually by the Appointments Committee of the Student Government Association.
 - A student from the Health Sciences Campus appointed annually by the VCU Medical Center Honor Council.
 - If the accused has greater responsibility on the Monroe Park Campus, the student from the Monroe Park Campus will serve. If the accused has greater responsibility on the Health Sciences Campus, the student from the Health Sciences Campus will serve. Should the accused have equal responsibility on both campuses, either student will serve as decided by lot.

- c. The president of the University Faculty Senate or his or her annually appointed designee from the Faculty Senate.
 - d. An administrator appointed annually by the president of the university.
 - e. A classified employee appointed by the senior vice president for administration.
 - f. Each appointing party will annually designate at least two alternates for each appointee.
2. Although every reasonable effort shall be made to have all members present, four members shall constitute a quorum provided that the representative of the peer group of the accused is present. The chair shall be counted in determining whether a quorum is present.
 3. Annually, the chair of the University Hearing Board shall, at the beginning of the academic year and before hearings are conducted, schedule an orientation and training session for all members and alternates appointed to the University Hearing Board. Such training shall include a review of the procedures to be followed by the University Hearing Board in conducting hearings, together with such issues as confidentiality, sensitivity required for charges of sexual assault or rape, and other duties of board members.
 4. The administrator overseeing the investigation, or his/her designee, and the investigator shall present to the University Hearing Board the findings and evidence establishing the charges against the accused.
 5. Each member of the University Hearing Board, excluding the chair, except in the case of a tie (see E.1.a.) will have one vote as to the guilt or innocence of the accused on each charge and the decision will be determined by a simple majority.
 6. On a finding of guilty, the University Hearing Board shall determine the punishment of the accused by majority vote.
 7. At the conclusion of the hearing, the chair shall, in writing, notify the accused, the accuser, and the administrator receiving the charge of the decision of the University Hearing Board and return to the administrator all records and documents of the case and hearing.
 8. In the case of an appeal, the chair of the University Hearing Board will have access to all records and documents and copies when needed to prepare and present the findings of the University Hearing Board to the University Appeal Board.
 9. Service on the University Hearing Board
 - a. If any one of the members of the University Hearing Board cannot continue in that position, the alternate shall serve as a replacement, and a new alternate shall be appointed by the appointing party.
 - b. If a member of a University Hearing Board cannot serve on a particular case, his or her alternate will serve. If the alternate cannot serve, the chair of the University Hearing Board must ask the appointing party to appoint a substitute for that particular case. (See V.E.2.)
 - c. If the chair cannot serve on a particular case, the alternate chair will serve.

F. Hearings and Procedural Due Process

Preparations and hearings shall proceed as follows:

1. The chair of the University Hearing Board shall notify the accused and the accuser, in writing, of the nature of the charge(s), who filed the charge(s), a brief description of the circumstances of the charge(s), and the penalties to which the accused may be subject if found guilty. The chair shall also provide written notification to both the accused and the accuser of the names of the University Hearing Board members that will hear the case.
2. The accused and the accuser upon request will each be permitted to review the evidence and obtain copies of the records and documents at a reasonable cost.
3. The hearing must be held no sooner than five days and no later than 10 days, excluding weekends and official university holidays, from the date of notification of the hearing. At the request of the accused and with the agreement of the chair of the University Hearing Board, a hearing may be held sooner than five days.
4. Either the accused or the accuser may request postponement of the hearing. The chair of the University Hearing Board may grant postponement for a reasonable period of time, but is not required to do so.
5. The University Hearing Board will develop a hearing format and the accused and the accuser shall be informed of such at the time of notification of the hearing.

6. The hearing format must provide for the following:
 - a. The hearing will be open to the University community (open hearings do not require that a large number of persons be accommodated) unless:
 - (1) The accused requests a closed hearing.
 - (2) The accused requests a closed hearing except for a few observers of his or her choice. (The number shall be determined by the chair).
 - (3) The chair closes the hearing because of disruptions.
 - b. The accused and the accuser each may be accompanied in the hearing—even if closed—by an adviser of his or her choice and may consult with the adviser throughout the hearing. The role of the adviser is limited to consultation with the advisee (e.g., the adviser may not call or question witnesses).
 - c. The accused and the accuser each will be given the opportunity to hear the evidence presented, to present witnesses (including themselves) and to cross-examine all witnesses who testify. For cause, the chair may permit both the accuser and the accused to provide testimony in closed session.
 - d. The accused may reserve the right to remain silent.
7. Within five days, excluding weekends and official university holidays, of the conclusion of the hearing, the chair of the University Hearing Board, shall, in writing, notify the accused, the accuser, and the administrator receiving the charges of the decision. Other notifications shall be made in accordance with VI.B.
8. A record will be made of the proceedings.
9. Upon request, the accused and the accuser shall have the right to view all records and documents pertaining to the hearing and shall be furnished copies of such records and documents at a reasonable cost.
10. The accused—but not the accuser—may appeal the University Hearing Board decision to the University Appeal Board. See V.H.4.
11. Members of the University Hearing Board shall hold all specific information regarding hearings and deliberations confidential.

G. Other Considerations for University Hearings

1. If the accused refuses to participate or fails to appear at a hearing, the University Hearing Board will hear the case on the basis of the evidence accumulated as a result of the investigation.
2. If the accused refuses to participate or fails to appear, the accused's adviser shall not be permitted to participate beyond a brief opening statement.
3. If the accused member terminates his or her relationship with the university prior to the hearing, the University Hearing Board shall have the option of conducting a hearing, with the accused present if possible.
4. If the accused is a faculty member, the academic dean involved, in consultation with the chair of the University Hearing Board, may determine that the charges are more appropriate to resolution by the Faculty Grievance Procedure.
5. If the accuser is a non-probationary classified employee and the issue raised is one that would qualify as "grievable" under the State's Employee Grievance Procedure, the assistant vice president for human resources, with the consent of the accuser, may refer the case through the State's Standards of Conduct and/or Employee Grievance Procedure. Actions and procedures under this document shall not limit the employee's rights as provided by the Virginia Personnel Act and Employee Grievance Procedure.
6. The president of the university shall appoint additional ad hoc hearing boards and appeal boards if required in emergency situations. Such boards shall follow the same procedures and have the same representative composition as the annually constituted boards.

H. Appeal

1. The accused has a right to appeal a University Hearing Board finding of guilt as per section V.H.4. of this document. A written appeal must be delivered in person or by certified mail to the chair of the University Appeal Board, or designee, within 10 days, excluding weekends and official university holidays, of receipt of the notification of the action of the University Hearing Board. The appellant must state as clearly and as fully as possible the reasons for seeking modification of the decision.
2. The chair of the University Appeal Board shall provide written notification to both the accused and the accuser of the names of the University Appeal Board members who will hear the case.

3. In considering an appeal, the University Appeal Board shall consider only the following issues:
 - a. Whether the original board's process was conducted fairly and in accordance with prescribed procedures.
 - b. Whether there is new evidence or relevant information not available at the time of the original hearing that, if consequential, shall result in a remanding of the case to the original board.
 - c. Whether the original decision is supported by substantial evidence.
 - d. Whether the university regulations alleged to have been violated were properly interpreted or applied by the original board.
 - e. Whether the sanction imposed was proportionate to the gravity of the misconduct.
 4. During the appeal process the accused has the same status as he or she had prior to the finding of guilty. An individual on Interim Suspension will remain on Interim Suspension during the appeal process. An individual who has been separated (suspended) or dismissed by the University Hearing Board or other duly authorized board or Honor Council shall, following a recommendation to the University Appeal Board and a decision by the president to uphold said penalty, be separated or dismissed from the university effective as of the date of the initial decision of the University Hearing Board or other duly authorized board or Honor Council.
 5. The University Appeal Board will be constituted and shall consist of the following:
 - a. A student. If the case arises from the Health Sciences Campus, a student annually appointed by the Executive Council of the Health Sciences Student Government Association will serve. If the case arises from the Monroe Park Campus, a student annually appointed by the University Appointments Committee of the Student Government Association will serve.
 - b. A faculty member. The Faculty Senate will choose one faculty member from the Health Sciences Campus and one faculty member from the Monroe Park Campus. Only the member from the campus of the accused will serve at the appeal hearing.
 - c. A classified or hourly employee appointed by the senior vice president for administration.
 - d. An administrative officer jointly appointed by the vice-president for academic affairs and the vice-president for health sciences.
 - e. A chair appointed by the president of the university from among the full-time faculty. The chair shall vote only in case of a tie.
 - f. The administrative officer, the classified or hourly employee, and the chair must provide representation from both campuses.
 - g. No one who serves on a University Hearing Board, or the Honor Councils, shall also serve on the University Appeal Board. Nor shall an University Appeal Board for faculty, administrators, or staff include any division chair, departmental chair, dean, or vice-president under whom the accused serves.
 - h. Each appointing party shall annually designate at least two alternates for each appointee who will serve when the appointee is not available or has disqualified himself or herself.
 - i. Although every reasonable effort shall be made to have all members present, three members plus the chair shall constitute a quorum, provided that a representative of the peer group of the accused is present.
 - j. If a member cannot continue to serve, the chair of the University Appeal Board shall request the original appointing party to make a new appointment. If a member of the University Appeal Board cannot serve on a particular case, an alternate will serve. If no alternate can serve, the chair will ask the appointing party to appoint a substitute for that particular case. If the chair or alternate cannot serve on a particular appeal, the president shall appoint a substitute.
 - k. Annually, the chair of the University Appeal Board shall, before appeals are considered, schedule an orientation session for all members and alternates appointed to the University Appeal Board. Such orientation shall include a review of the procedures to be followed by the University Appeal Board in conducting appeals, together with such issues as confidentiality and other duties of board members.
 6. The University Appeal Board may remand a case, dismiss some or all of the charges, affirm the decision of the University Hearing Board, other duly authorized board, or the Honor Councils, or reduce the penalty imposed. In no event may an appeal result in the imposition of a more severe penalty for the accused.
 7. When hearing an appeal from the Honor Council or an all-Monroe Park Campus judicial system or other procedures authorizing such appeal, the University Appeal Board shall take into consideration the provisions, procedures, and sanctions of the document from which the appeal arose.
 8. The decisions of the University Appeal Board will be reached by a simple majority vote and shall be presented to the president, or designee, as a recommendation within three days, excluding weekends and official university holidays, from the completion of the appeal hearing. The president, or designee, shall make his/her decision after reviewing the recommendations and supporting material. The decision of the president, or designee, is final. The decision will be relayed to the accused member, the University Hearing Board, or Honor Council, and the accused member's dean or supervisor within 10 days, excluding weekends and official university holidays, after receipt of the recommendation of the University Appeal Board.
 9. Members of the University Appeal Board shall hold all specific information regarding appeals and deliberations confidential.
- ### I. Additional Appeals
1. Actions and procedures under this document shall not limit the classified or hourly employees' rights as stated in the Virginia Personnel Act.
 2. A tenured faculty member may appeal a decision of Dismissal by the University Hearing Board to the University Promotion and Tenure Appeal Panel as provided in Section VII.B.2. of the Faculty Promotion and Tenure Policies and Procedures. Appeals must be filed within 15 working days of notification.
- ## VI. Records and Release of Information
- ### A. Records
1. If the administrator who initially received a charge determines that no action is warranted, and if after a reasonable period there is no appeal of this decision, all records and documents shall be returned to the individuals or agencies which supplied them. The administrator shall destroy all remaining records pertaining to the charge and its description. The same will be done if a hearing or an appeal results in an acquittal.
 2. All records of Censure and Probation will be kept for five years and then destroyed except as provided in VI.A.3. If an individual receives additional sanctions (Censure and Probation) during this five-year period, records of all violations of these provisions will be retained until there is a period of five years following the most recent sanction. They shall be retained by the administrator who initially received the charges, with sufficient safeguards to ensure confidentiality.
 3. If an individual is separated or dismissed, complete records of the proceedings and all pertinent documents, including any records of previous censures or probations, shall be permanently maintained by the administrator who initially received the charges with sufficient safeguards to ensure their confidentiality.
 4. A student's academic transcript will indicate any action which prohibits readmission as long as the prohibition is in effect. This means that once a penalty of Separation has been removed by expiration or a dismissal by action of the University Appeal Board, the notation will be removed from the academic transcript by action of the administrator who initially received the charges. The records for classified employees will be dealt with in accordance with applicable State policies. All records for faculty will be dealt with in accordance with the Promotion and Tenure Policies and Procedures and the Faculty Grievance Procedures. (See IV.F.)
- ### B. Release of Information
1. Information relative to a case or subsequent penalties shall be released to members of the university on a need-to-know basis. The administrator directly in charge of the above records (See VI.A.3.) shall determine need-to-know.

- When a student is found guilty, the dean of the school in which the student is enrolled will be notified of the action taken. When the student is separated, or is dismissed, the director of academic records will be notified to withdraw the student and make an appropriate notation on the academic transcript.
- When an employee is found guilty, the assistant vice president for human resources will be notified of the action taken.
- The individual or agency which initiated a charge under this document will be notified of subsequent acquittals or penalties. Notices of such actions shall include a statement of confidentiality and a request for care in the security of the information.
- Release of information not covered under VLB shall be only with written consent of the member adjudicated, or as required by law.

VII. Implementation

A. Coordination and Orientation

The president or his or her designee shall be responsible for coordinating the provisions of this document and will provide orientation and training for those with identified functions under this document.

B. Enabling Clause

This document replaces and supersedes the Virginia Commonwealth University Rules and Procedures effective Jan. 8, 1979. Records created or sanctions imposed under previous documents will be continued, amended, stored, or destroyed as appropriate to conform to the provisions of this document.

C. Revisions

The president of the university may establish an ad hoc committee to recommend specific changes or to undertake a general revision of this document. Any member of the university community, either singly or in concert with others, has the right to petition the president in this regard.

Revision approved by the University Council: May 6, 2004

Revision approved by the Board of Visitors: May 21, 2004

Effective: Aug. 26, 2004

Student Conduct in Instructional Settings

Policy Statement and Purpose

The university is a community of learners. Students, as well as faculty, have a responsibility for creating and maintaining an environment that supports effective instruction. In order for faculty members (including graduate teaching assistants) to provide and students to receive effective instruction in classrooms, laboratories, studios, online courses, and other learning areas, the university expects students to conduct themselves in an orderly and cooperative manner. Occasionally, faculty members find that they cannot provide effective instruction because of disruptions which may result from such conduct as loud or prolonged side conversations; exaggerated movement of papers, books or other materials; excessive displays of affection; disruptions in online conversations; and unnecessary or repetitive questions or comments which seek to delay the normal instructional process.

Recognizing that part of the university's mission is to provide instruction through classroom and online teaching, the following faculty guidelines are intended to supplement existing university policies and to suggest alternative methods of addressing student conduct in the classroom setting or in online courses or discussions. Because both university instruction and human behavior vary greatly, these guidelines are not intended to be exclusive. Accordingly, faculty members may and should exercise their best judgment in setting standards of conduct for their classes and taking a reasonable approach in responding to any disruptive situation that confronts them.

Procedures

Instructional Setting Management Strategies

A faculty member may wish to include in a course syllabus, and/or describe in an introductory lecture, expected standards for class conduct. The following are some suggested strategies for class management:

- Indicate that university students are entitled to receive instruction free from interference by other members of the class, a premise which supports an expectation that courtesy and consideration will be extended to one's fellow students and the instructor. A faculty member may also find it useful to specify that particular conduct is likely to be disturbing and thus inappropriate in the instructional setting, e.g., side conversations or leaving one's seat during a lecture.

- Designate the last row of classroom seats (or some other area) as the available space for late arrivals and early departures. While students are expected to attend classes during assigned times, a faculty member may wish to encourage use of designated seats when variation is necessary. If unusual attendance circumstances exist, students may be encouraged to discuss alternative arrangements with the instructor in advance.
- Distribute, post, or place in the course syllabus, the section titled "Student Conduct in the Classroom" which appears in the undergraduate bulletin.
- Incorporate on course syllabi a statement that invites students with disabilities to self-identify.
- Explain procedures that the faculty member intends to follow if class disruption occurs.
- Designate in the syllabus that participation is a course requirement, and that students may be penalized by a lowering of the participation grade for disruptive behavior (see **Other Considerations**).

Options for Responding to Disruptive Students

- Discussion with the student: An obvious initial approach in dealing with a disruptive student is discussion with the student about the behavior causing the disruption. This discussion should not be conducted in public. Should a discussion with a student reveal or signal to a faculty member that substance abuse or psychological disturbance may be a factor in the student's behavior, the faculty member may refer the student to the University Counseling Services (UCS). If circumstances warrant, the faculty member may call and arrange an appointment for the student at UCS or accompany the student to the Counseling Center. Faculty members are encouraged to document the date and nature of conversations with students regarding unacceptable class behavior.

Should discussions with a student indicate that disruptive behavior might be related to a disability, faculty may:

- Call the Coordinator for Services for Students with Disabilities.
 - Refer disruptive students to University Counseling Services and/or the Academic Success Center.
 - Refer to *A Handbook on Educational Access: A Faculty Guide to Reasonable Accommodations and Academic Adjustments for Students with Disabilities* for further information.
- Consultation with departmental chairperson or other resource personnel: if conversation with a disruptive student does not produce a change in behavior, or if an initial disruptive incident is severe, a faculty member may discuss the situation with his or her departmental chairperson. For other assistance in dealing with the student, the faculty member may contact the Assistant Dean of the school or college, Director of the University Counseling Services, or the Dean of Student Affairs. If appropriate, a staff member from one of these offices may attend a class to observe the disruptive behavior in question. Or, in the case of online courses or discussions, be invited to read the emails in question.
 - Provision of written warning: if disruptive class behavior by a student is repetitive or severe, a faculty member may provide a written warning to the student regarding the unacceptable conduct. Generally, a written warning is most effective if it includes the following:
 - The nature of the unacceptable behavior.
 - The detrimental impact of the behavior on the class and the instructor.
 - Possible consequences if the behavior continues.

A written warning is not required as a prerequisite to filing formal charges against a student pursuant to the University's Rules and Procedures.

- Options in the event of extreme disruption: Several options are available to faculty members in the event the nature of the student disruption is so severe as to make continuation of effective instruction impossible under the circumstances. In such instances, a faculty member may:
 - Direct that a student leave the class for the remainder of the class period. In issuing a directive to leave, the faculty member is the sole judge to whether a student's conduct is sufficiently disruptive to warrant dismissal from the classroom.

- b. Recess the class and contact the University Counseling Services for assistance. This action is generally appropriate if the behavior of the student appears to indicate substance abuse or psychological disturbance.
 - c. Recess the class and contact the VCU Campus Police for assistance. This action is generally appropriate if a disruptive student refuses to leave the class and assistance is required in order to remove the offending student from the classroom.
 - d. Adjoin the class and seek such assistance as the faculty member deems necessary.
5. In the case of online classes and discussions:
- a. Set expectations for online discussions and enforce them. Delete inappropriate email discussions and notify the student sending that their posting was inappropriate. For issues not directly related to the class but of interest to class members establish an online location, such as the “water cooler” or “parking lot.”
 - b. Diffuse inappropriate emails privately.
 - c. Confront disruptive students directly, either in person or by phone. email is a written record available for grievance.
 - d. Direct the student sending inappropriate messages to post assignments to only the faculty member.
 - e. Limit the student’s access for sending electronic messages to other students.
6. Submission of formal charges: The university’s **Rules and Procedures** apply to all members of the university community, including students. Section III(A) (5) of the document provides that “[n]o person, either singly or in concert with others, shall willfully: a. Disrupt or prevent the peaceful or orderly conduct of classes, lectures, meetings or other university functions, or interfere with the lawful freedom of other persons, including invited speakers, to express their views.” If a faculty member believes that a student has violated Section III(A) (5), a charge in this regard may be filed against the student by submitting a written statement to the dean of student affairs of the appropriate campus. Section V of the Rules and Procedures describes in detail the procedures by which a charge under that document is processed and resolved within the university. (Faculty members are reminded that the Rules and Procedures also provide a mechanism for filing charges against students for their behavior on campus, but outside of the classroom.)

Other Considerations

1. Based on the assumption that the course grade should be a reflection of the student’s mastery of the subject matter in the course, the faculty member may not penalize disruptive behavior by lowering the course grade, unless class conduct has been identified on the syllabus as a course requirement.
2. Although a student’s behavior may cause a temporary disruption in a class, this does not justify action on the part of the instructor that is retaliatory or vindictive in nature.

Student Sexual Misconduct Policy

Introduction

Membership in a university community carries with it the responsibility for mutual trust and respect and adherence to the standards of conduct established by the community. Standards for conduct at the university are set forth in the Rules and Procedures and in other policy documents. Accordingly, this statement sets forth the university’s policy on student sexual misconduct as applicable to all Virginia Commonwealth university students.

Policy

Virginia Commonwealth University prohibits sexual misconduct by students. Actions which result in charges of sexual misconduct under this policy also may subject a student to civil and/or criminal liability under federal and state laws and policies, including Title IX of the federal civil rights laws.

Definition

Student sexual misconduct is defined as unwelcome acts of a sexual nature committed by a student against another student without consent including, sexual advances, requests for sexual favors and/or other verbal or physical conduct, including written communications of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior.

Student sexual misconduct may include, but is not limited to:

1. Unwelcome touching—either of the victim or when the victim is forced to touch another person’s body, directly or through clothing—such as patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling.
2. Coerced sexual intercourse (e.g., rape, attempted rape, sodomy, or other sexual acts or misconduct).
3. Unwelcome sexual propositions, invitations, or other pressure for sex.
4. Implied or overt threats of a sexual nature.
5. Making gestures of a sexual nature.
6. Unwelcome sexual remarks about clothing, body, or sexual activities; and humor and jokes about sex that denigrate women or men in general.

Acts of physical student sexual misconduct are commonly considered to constitute a form of sexual assault when occurring without consent. To constitute lack of consent, the acts must be committed either by threat, force, intimidation, or through the use of the victim’s physical or mental inability (of which the accused was aware or should have been aware) to understand the situation, the consequences of his/her choices, or to express his/her desires.

Application

This policy governs the conduct of all Virginia Commonwealth University students on university premises; that is, on the campuses of VCU and other property or facilities owned, controlled, or otherwise being used by the university. This policy also governs and applies to all programs offered by the university and to the conduct of students in any location where the conduct and behavior significantly impacts the university, its personnel and students.

While complaints by one student against another student must be filed under the VCU Student Sexual Misconduct Policy, complaints of sexual harassment by a student against a University employee or by a University employee against a student and must be filed under the University Guidelines on Prohibition of Sexual Harassment which applies to the conduct of all Virginia Commonwealth University faculty, staff, administrators, and students. The University Guidelines on Prohibition of Sexual Harassment applies to conduct on University premises, including the Monroe Park Campus and the Medical College of Virginia Campus and any and all other facilities owned, controlled or otherwise being used by the University. The University Guidelines on Prohibition of Sexual Harassment also governs and applies to all programs offered by the University and to the conduct of University employees and students in any location where the conduct and behavior significantly impacts the University or its personnel. Questions regarding the applicability of University Guidelines on Prohibition of Sexual Harassment should be referred to the Director of EEO/AA Services.

Resolution Procedures

Any student who feels that he or she has been the victim of student sexual misconduct is encouraged to report the incident and pursue recourse through this policy.

Informal complaints of student sexual misconduct filed under the Policy may be verbal or in writing. Formal complaints must be submitted in writing. All complaints should be submitted to the appropriate Dean of Student Affairs on the campus where the infraction occurred:

- Monroe Park Campus:
Associate Vice Provost and Dean of Student Affairs,
901 Floyd Ave. or call 828-8940
- MCV Campus: Dean of Student Affairs for the MCV Campus,
Hunton Student Center, or call 828-0525.

Individuals desiring special accommodation should call VOICE TDD: 828-0100. Complaints of student sexual misconduct should be filed as soon as possible following the event or occurrence giving rise to the complaint to insure a complete investigation and prompt resolution of the problem. A complaint filed more than two years after an incident or event generally will not be considered to have been filed in a timely fashion. Complaints will generally be handled expeditiously; however, certain circumstances (e.g., illness, travel, holidays, etc.) may cause delays.

Any administrator, supervisor, or other university official to whom a complaint of student sexual misconduct is made or who otherwise is made aware of incidents which might constitute student sexual misconduct, as defined in this Policy, should refer such matters to the appropriate Dean of Student Affairs.

Informal Resolution Procedures

1. **Problem-Solving:** The Sexual Assault Program Coordinator (1300 W. Broad St., suite 2200, 828-2085) is available to students and staff for information, consultation and advice regarding student behavior and potential complaints.
2. **Informal Complaint Process:** Any student who feels that he or she may have been the victim of acts of student sexual misconduct may file a verbal or written complaint with the appropriate dean of student affairs. Within 10 working days of receiving the complaint, the dean of student affairs will undertake an investigation. Additional staff members may assist in the investigation and will meet with the accuser and such other persons who may be deemed necessary, including the accused. An attempt will be made to complete the investigation and/or consultative process within an additional thirty working days. The primary goal or objective of the informal complaint process is to resolve the conflict.

In addition, resolution at the informal complaint process level may include an agreement in which one or more of the parties involved agrees to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances of each case, administered by the dean of student affairs. To the extent the parties are able to achieve a satisfactory resolution of the complaint through the informal resolution process, the complaint will be considered resolved. The accused and accuser will receive written notification of the outcome and disposition of the complaint. In those cases in which a mutually satisfactory resolution of an informal complaint of student sexual misconduct cannot be achieved, either the accused or the accuser may request in writing to advance the complaint to the formal complaint or resolution process. The fact that a complaint of sexual misconduct may be concluded at the request of the accusing party does not preclude the filing of a formal complaint by others, including appropriate university officials. In addition, students who wish to pursue a formal complaint of student sexual misconduct may do so without first filing an informal complaint.

Formal Resolution Procedures

Formal complaints of sexual harassment must be filed in writing with the appropriate dean of student affairs. Upon receipt of a formal complaint, the dean of student affairs within 10 working days of receiving the complaint will undertake a preliminary fact-finding investigation to determine whether further investigation or proceedings appear to be warranted. In those situations in which the dean of student affairs determines that the alleged conduct does not fall within the definition of sexual harassment or does not appear to be supported or substantiated, the accuser will be so informed. When the dean of student affairs determines that there is reasonable evidence to support the complaint, the dean of student affairs will conduct an investigation as described above.

In instances where a formal complaint of student sexual misconduct is made without first filing an informal complaint, the dean of student affairs will, upon completing an investigation, consult with other appropriate university officials. Formal complaints may be resolved through actions such as a warning, censure, probation, public service and/or educational experience, restitution, suspension, or dismissal as may be warranted by the circumstances and administered by the dean of student affairs or other appropriate university official. If the accuser and the accused accept the action taken to resolve the complaint, the complaint will be considered resolved. The accused and accuser will receive written notification of the outcome and disposition of the complaint. If either the accuser or the accused rejects the action taken to resolve the complaint, upon written request of either party, the complaint will proceed to the formal hearing process.

The dean of student affairs will forward the complaint to the administrator designated to receive charges against students as provided in Section V.B of the Rules and Procedures. The administrator will immediately refer the charges to the University Hearing Board without additional investigation. The University Hearing Board, in addition to the usual procedures specified in Section V.F for Hearings and Procedural Due Process, will observe the following special procedures for charges of student sexual misconduct:

1. The past sexual conduct of either the accused or accuser is not admissible in a hearing or appeal conducted under the Rules & Procedures.
2. Hearings related to charges of student sexual misconduct will be closed, unless both the accused and the accuser agree to admitting observers. If the accused and the accuser agree that observers may be admitted, each may select up to four observers. No hearings of

charges related to student sexual misconduct will be open to the university community.

3. All members of the University Hearing Board are required to hold all information regarding hearings and deliberations confidential in accordance with Section V.F.11. of the Rules and Procedures. In addition, all other persons present at the hearing will be required to sign a statement indicating that each agrees to hold in confidence all statements and evidence presented at the hearing.
4. Any violation of the provisions of the Rules and Procedures, or the additional procedures set forth in paragraphs one through three above, shall subject a student to additional charges. It should be noted that conduct that "harasses or intimidates any person" (including witnesses to a hearing) or "causes physical injury or threatens any person with force or violence" is prohibited by Section III.A. of the Rules and Procedures.

Penalties

A formal complaint of student sexual misconduct which is referred to the University Hearing Board will be handled in accordance with the provisions of the Rules and Procedures, and persons found guilty of such charges will be subject to the penalties as provided therein, including censure, probation, public service and/or educational experience, separation and dismissal, interim suspension, and restitution. Actions which result in charges of student sexual misconduct under this policy may also subject a student to civil and/or criminal liability under state law, in addition to the sanctions provided by the Rules and Procedures.

Appeals

Any student who is found by the University Hearing Board to have violated the VCU Student Sexual Misconduct Policy may appeal such findings and sanctions to the University Appeal Board in accordance with the procedures specified in the University Rules and Procedures document.

Frivolous or False Charges

The accused, the accuser, and all other parties to a complaint are reminded that it is a violation of the VCU Rules and Procedures for any member of the university community to bring charges against a member of the university community that are spurious, or that are intended primarily to harass or maliciously defame, or that are designed to intentionally overburden the adjudicatory system.

Retaliation Prohibited

The accused, the accuser, and all other parties to a complaint are reminded that it is a violation of the VCU Rules and Procedures for any member of the university community to harass or intimidate any person, or to lie in making statements in connection with a charge under the provisions of this policy. The dean of student affairs will investigate any reported acts of harassment or intimidation, including any act of reprisal, interference, restraint, or penalty—overt or covert—against any student or employee who is a party to a complaint under this policy.

Consensual Relationships

Consenting romantic and sexual relationships between employee and student, or between supervisor and supervisee, while not expressly forbidden by Virginia Commonwealth University, are generally discouraged and deemed very unwise. Graduate assistants, resident assistants, tutors and other professionals responsible for students or employees are also encouraged to exercise care in their relationships with students or employees. An employee who enters into a relationship with a student, or a supervisor with a supervisee, where a professional power differential exists, must realize that a consensual relationship can become sexual harassment when the person with more power refuses to let the person with less power end the relationship.

Records and Release of Information

The appropriate dean of student affairs will be responsible for collecting all records and documents from all personnel involved in a complaint to be either destroyed or included in a complete set of all records to be maintained by the dean of student affairs. For any complaint which is adjudicated through the formal hearing process with the University Hearing Board, all records shall be maintained in accordance with the provisions established in the VCU Rules & Procedures.

Approved by University Council: Feb. 9, 1994

As Amended by the Student Affairs Committee of the Board of Visitors: May 19, 1994

Approved by the Board of Visitors: May 20, 1994

Revised and revisions approved by the Board of Visitors: Jan. 22, 1998

ERTS PHONE LOCATIONS

For more information, go to www.vcu.edu/police/security

Monroe Park Campus

Ackell Residence Center • 1100 W. Broad St.
Behind the Security Desk

Brand Center • 103 S. Jefferson St.
South Entrance at bottom of steps

Brandt Hall • 710 W. Franklin St.
South Entrance, mounted on ballard
North Entrance, mounted on wall

Broad & Belvidere Dorm • 700 W. Broad St.
Parking Deck Entrance at Marshall St.
Front Entrance Broad & Belvidere St.
Each Parking Deck Level SE Corner
Security Desk, Front Entrance

Cabell Library • 901 Park Ave.
Basement B-8 Computer Center
Basement B-9 Computer Help Desk
Campus Connector Bus Stop
Room B15A Staff break room
Basement to left of main elevators
Each Floor to left of main elevators

Cary & Belvidere Residence Center • 301 W. Cary St.
Lower Level South by door
Residential courtyard
Residential Main Entrance
Behind the Security Desk
West Entrance To Starbucks by door 22
Loading Dock

Cary St. Gym • 911 W. Cary St.
Removed for construction

Dance Center • 10 N. Brunswick St.
1st Floor by Women's Restroom

Dept. of Psychology • 612 N. Lombardy St.
Alley way on Lombardy

Engineering Building West • 601 W. Main St.
Main St. Entrance at bottom of steps
Pine St. at Robbins Pavilion (on 4th Pole)
Lower Level Courtyard on pillar

Fine Arts Center • 1000 W. Broad St.
Rear Loading Dock
Front Entrance
Hancock St. Pedestrian Gate
Rear Work Area

Franklin St. Gym • 817 W. Franklin St.
Front door, lower level

Grace Harris Hall • 1015 Floyd Ave.
Northeast Corner

GRC • 711 W. Main St.
Rear GRC Phase II South Wall
between II & III
Guard's Desk
East Side, Pine St. Gate
Outside Gate on Cary St.
Pine St. North gate (outside)
Pine St. South gate (outside)
Pine St. South gate (inside)
Laurel/ Main gate

Hunton Student Center • 1110 E. Broad St.
12th St. side of the building

Johnson Hall • 801 W. Franklin St.
Guard's Desk
Front Door
1st Floor room 107B

Mary Francis Youth Center • 120 S. Linden St.
North Entrance
South Entrance

Main St. Deck • 801 W. Main St.
Each Level southwest, by the elevator
Each level northeast, by the elevator
Laurel St. Guard's Booth
Cherry St. Guard's Booth

Monroe Park • 620 W. Main St.
Roundhouse Steps

Office of Academic Support • 109 N. Harrison St.
Harrison Side of Building by Entrance to VV Lot

Oliver Hall • 1015 W. Main St.
Education Wing SW Stairwell
Education Wing Entrance on Main St.

Performing Arts Center • 922 Park Ave.
Basement of southwest hall, by room B-3
1st floor Lobby by Elevator
2nd floor, across from room 249
Front entrance

Police Headquarters • 938 W. Grace St.
Front Door, Between A & B wings

Pollak Building • 325 N. Harrison St.
Southeast Corner

Shafer Court Dining Center • 810 Cathedral Place
Northside - by exit
Eastside - by loading dock door
Southside - between Main Entrance & Covered Patio

Shafer St. Playhouse • 221 N. Shafer St.
3rd Floor, across from room 301
Outside of room 208
Outside of room 305

Siegel Center • 1200 W. Broad St.
SW Arena Entrance/Ticket booth
SE Arena Entrance
Recreation Entrance inside of doors
NE rear Rec side Entrance on Marshall St.

Snead Hall • 301 W. Main St.
NE corner
Main & Belvidere Entrance NW corner
Main St. Side by Driveway
SW corner by VCU entrance
SE corner

Sports Medicine Building • 1300 W. Broad St.
West Entrance
Rear Entrance Parking Area
Main Entrance on Broad St.

Student Commons • 907 Floyd Ave.
Outside Floyd Ave. side by circle
Outside Linden St. Plaza Side

Temple Building • 901 W. Main St.
Each floor southwest stairwell
Each floor elevator
3rd & 4th floor bridge, on wall at entrance
Breezeway Entrance
Cherry St. Entrance
Main Lobby Entrance

Technology Administration Building • 701 W. Broad St.
Alley

Theater Row • 730 E. Broad St.
2nd Floor, to right of elevators

Trani Life Science Building • 1100 W. Cary St.
Linden St. Breezeway
Harrison St. side NW corner
Cary St. Entrance - bottom of steps

Ramz Hall Student Dorm • 933 W. Broad St.
Outside Entrance South side of the building
Inside - Security Desk - Ground Floor

Rhoads & Brandt Hall • 710 W. Franklin St.
Front Door
Guard's Desk
Wall mounted at the Security Desk

Shafer Court • 827 W. Franklin St.
Alley, by rear corner of Founders Hall

Theater Row • 730 E. Broad St.
To the right of Main Entrance

Visitor's Deck • 1220 E. Clay St.
Level 8 by Elevators

West Grace St. Housing • 701 W. Grace St.
Grace St. Entrance
On pole at loading dock rear entrance
Behind the Security Desk

Monroe Park Campus Parking Lots & Bus Route

A Lot • 1554 E. Broad St.
Broad St. Side

A Lot • 1500 E. Main St.
Franklin St. Side

BC Lot • 114 W. Canal St.
Free standing in center & SE corner of lot

Bowe St. Parking Deck • 609 Bowe St.
Each Level Southeast & Northwest corner stair

Cary & Harrison Parking Deck • 1101 W. Cary St.
Parking Booth
Level 1 Harrison St. side interior by stair
Each Level Harrison St. Entrance SE
Level 1 Interior Cary St. Pedestrian Entrance
Level 2 & 3 Cary St. Entrance
Level 4 SE Corner
Level 1 Harrison St. vehicle Entrance
Each Level Alley Entrance

C Lot • 1600 E. Broad St.
Phone on pole middle east side
Center of Lot on pole
North End of lot on pole
SE side of lot on pole

CC Lot • 504 W. Grace St.
At rear of lot by alley

CM Lot • 805 W. Grace St.
Grace St. Side, Front Corner of Lot

EE Lot • 601 W. Grace St.
Middle of Lot
Corner of Grace & Pine Streets.

GS Lot • 834 W. Grace St.
Grace St. Pedestrian Entrance

HB Lot • 1201 W. Broad St.
Harrison St. Pedestrian Entrance

Jefferson St. Deck • 100 S. Jefferson St.
Each Level NW by elevator
Each Level South by stair
Jefferson St. cashier's booth
195 West cashier's booth
Cary St. Pedestrian Entrance
Jefferson St. Pedestrian Entrance

LL Lot • 823 W. Grace St.
Shafer St. Entrance
Rear of 812 W. Franklin St.

QQ Lot ext. • 608 W. Grace St.
Just inside entrance from Grace St.

RL Lot • 912 W. Grace St.
Rear Lot

RR Lot • 1001 W. Franklin St.
Rear of Raleigh Building, entrance to lot

SC Lot • 412 W. Grace St.
On pole in lot

SL Lot • 900 Cumberland St.
East entrance to lot

TAB Lot • 601 W. Broad St.
Inside Pine St. entrance

TT Lot • 1301 Floyd Ave.
On southwest corner of Dance Center

West Broad St. Deck • 1111 W. Broad St.
Each level at NE & SW corner, stairwell
Level 1 at Alley in Arcade
Level 1 at middle Elevator/Stair
Each level at east & west outer side of middle elevator
West & East side attendant booth

YY Lot • 909 W. Marshall St.
At lot entrance/enter lot in alley off Hancock St.

ZZ Lot • 620 W. Cary St.
NW corner
SE corner

MCV Campus

A D Williams • 1201 E. Marshall St.
Tunnel between AD Williams & Main Hospital
4th Floor room 402

Beard Hall • 602 N. 10th St.
Rear of Building

Cabaniss Hall • 615 N. 8th St.
1st Floor, Security Desk
Front Entrance

Clinical Support • 403 N. 13th St.
Oxygen delivery entrance/Loading Dock

Lyons Building • 520 N. 12th St.
12th St. Entrance

Massey Cancer Center • 401 College St.
Plaza 2 North 2
Southeast Parking garage Level 2
North 1 Parking Deck Northside Level 1
Parking level 1 exit from tunnel west wall of deck
Mid Deck
Ground Driveway-Right deck entrance.
To left of loading dock
Main Entrance
South Entrance

Medical Science Building • 1217 E. Marshall St.
Front Entrance
Each Floor by Elevator

Nelson Clinic • 401 N. 11th St.
11th St. entrance to building
Marshall St. entrance to parking area

Raleigh Building • 1001 W. Franklin St.
Basement, next to student lounge

Sanger Hall • 1101 E. Marshall St.
11th St. entrance by handicap door
Marshall St. front doors, left of porch
A Ramp entrance
11th St. side of the lobby
B2 Ramp entrance to the Morgue
B2 interior to Loading Dock
B2 exterior to Loading Dock
2nd Floor ADW bridge, ADW side
2nd Floor Nelson Clinic, bridge, NC side
B2 Tunnel entrance, ADW side
B2 Morgue Interior

Smith Building • 410 N. 12th St.
1st Floor, inside door to student lounge

School of Nursing • 1100 E. Leigh St.
At the Main Entrance

West Hospital Tunnel • 1200 E. Broad St.
Between West & Main Hospitals

MCV Campus Parking Lots & Bus Route

8th St. Parking Deck • 659 N. 8th St.
Each Floor Stairway Southeast & Northwest
Outside 8th St. vehicle entrance
Southeast Stairwell outside by pedestrian entrance
Northeast Entrance Roll-up doors near Aquatic Center
Inside Booth

D Deck • 515 N. 13th St.
Each Upper Level, 1st column
Each Lower Level, SE corner

I Lot • 800 N. • 7th St.
At entrance, attached to Booth

N Deck • 615 N. 10th St.
Level 1 NE corner, top of entrance to ramp
Each Level SW corner near elevator
Ground Level covered parking area
Each Level NW corner by stairs
Each level SE corner by stairs
In front of elevators

Stony Point Deck • 9000 Stony Point Pkwy.

Visitor's Deck Level • 11220 E. Clay St.
Each Level on central stairwell

V Lot • 737 N. 5th St.
5th St. entrance to lot
Jackson St. Entrance to lot

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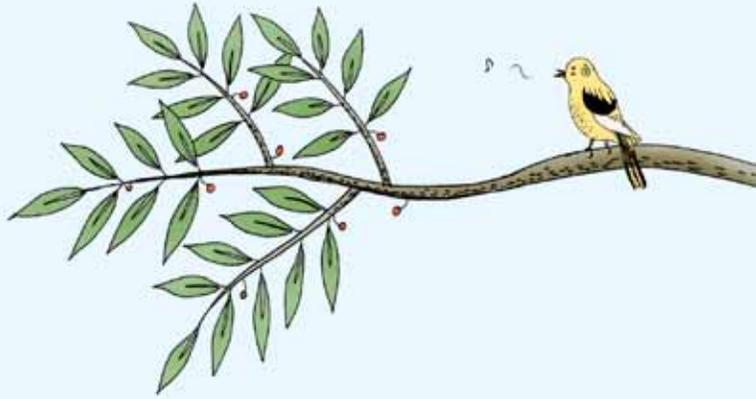
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Important Web Addresses & Phone Numbers

Allied Health Professions, School of	http://views.vcu.edu/sahp	828-7247
Arts, School of the	www.vcu.edu/artweb	828-2787 or (866) 534-3201
Athletics	www.vcuathletics.com	828-4000, tix: 828-RAMS
Bookstores	www.bsv.vcu.edu/retailstr	MPC: 828-1678 MCV: 828-0336
Business, School of	www.business.vcu.edu	828-1595
Dentistry, School of	www.dentistry.vcu.edu	828-9184
Dining Services	www.bsv.vcu.edu/vcufood	828-1148
Disability Support Services	www.students.vcu.edu/dss	828-2253
Education, School of	www.soe.vcu.edu	828-3382
Engineering, School of	www.egr.vcu.edu	828-3925
Financial Aid	www.enrollment.vcu.edu/finaid	828-6669
Graduate School	www.graduate.vcu.edu	828-6916
Honors College	www.honors.vcu.edu	828-1803
Housing, Campus	www.housing.vcu.edu	828-7666
Housing, Off-Campus	www.usca.vcu.edu/offcampus	828-7205
Humanities and Sciences, College of	www.has.vcu.edu	828-1674
International Education, Office of	www.vcu.edu/oie	828-8471
Libraries (VCU Libraries)	www.library.vcu.edu	828-1101 or (866) VCU-BOOK
Mass Communications, School of	www.has.vcu.edu/mac	828-2660
Medicine, School of	www.medschool.vcu.edu	828-9000
Military Sciences (ROTC)	www.has.vcu.edu/mil	828-7682
Multicultural Student Affairs, Office of	www.omsa.vcu.edu	828-6672
Nursing, School of	www.nursing.vcu.edu	828-0724
Parking & Transportation	www.bsv.vcu.edu/vcupark	828-8726
Pharmacy, School of	www.pharmacy.vcu.edu	828-3000
Police, Campus	www.vcu.edu/police	Emergency: 828-1234 Non-Emergency: 828-1196
Records & Registration	www.enrollment.vcu.edu/rar	828-1349
Recreational Sports	www.recsports.vcu.edu	827-1100
Social Work, School of	www.vcu.edu/slwweb	828-1030
Student Accounting	www.enrollment.vcu.edu/accounting	828-2228
Student Affairs and Enrollment Services, Division of	www.students.vcu.edu	828-1244
Student Services Centers	www.enrollment.vcu.edu/rar/contact/ service_centers.html	828-1349
Technology Services, VCU	www.ts.vcu.edu	828-2227
University Career Center	www.students.vcu.edu/careers	828-1645
University College	www.vcu.edu/uc	827-UNIV (8648)
University Counseling Services	www.students.vcu.edu/counseling	828-6200
University Student Commons & Activities	www.usca.vcu.edu	828-1981
University Student Health Services	www.students.vcu.edu/health	MPC: 828-8828 MCV: 828-9220
VCUCard	http://vcucard.vcu.edu	MPC: 827-CARD (2273) MCV: 628-CARD (2273)
VCU Libraries	www.library.vcu.edu	828-1101 or (866) VCU-BOOK
Wellness Resource Center	www.thewell.vcu.edu	828-9355



VCU DSA&ES

Division of Student Affairs & Enrollment Services

www.students.vcu.edu



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